



CALL FOR APPLICATIONS

The National Law University Delhi invites applications from suitable candidates for its Administration Division for the following positions **purely on temporary / contractual basis** against the vacancies resulting from deputation for a period of 1 year extendable on basis of performance.

Section Officer (No of Vacancies – One)

- **Educational Qualifications**
 - Bachelor's Degree from a recognized University (Minimum 55%)
 - Excellent working knowledge of office rules and procedures.
 - Excellent working knowledge of computer and MS Office packages
 - Excellent written and oral communication skills in English Language
- **Work Experience**
 - Minimum work experience of 3 years in reputed institution handling office administration, filing, inter-departmental coordination, liaisoning etc.

Private Secretary (No of Vacancies – One)

- **Educational Qualifications**
 - Bachelor's Degree from a recognized University (Minimum 55%)
 - Typing Speed of 50 wpm
 - Excellent working knowledge of office rules and procedures.
 - Excellent working knowledge of computer and MS Office packages
 - Excellent written and oral communication skills in English Language
- **Desirable Qualifications:**
 - Shorthand Speed of 120 wpm
- **Work Responsibilities**
 - Email Management
 - Official and Personal File Management
 - Travel Management
 - Document Management and Retrieval
 - Coordination and Liaisoning
 - Any other work as delegated by the authority

- **Work Experience**

- Minimum work experience of 3 years in reputed institution involving , typing, drafting, email management, inter department coordination etc.

The above mentioned posts will carry a consolidated salary of Rs. 55,000/- (Rupees Fifty Five Thousand only) and will attract income tax provisions as per government rules.

The university reserves the right **NOT** to fill the above mentioned posts without assigning any reasons.

The university may not be in a position to reply to all the candidates and only the shortlisted candidates will be contacted.

The interested candidates may send their detailed CV to opportunities@nludelhi.ac.in latest by 6 June 2020.

Registrar