



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB  
(Established under Punjab Act No. 12 of 2006)  
(Accredited with 'A' Grade by NAAC)

Adv. No. RGNUL/32/2023 dated 16.01.2023

THE FOLLOWING NON TEACHING POSTS ARE ADVERTISED  
THE PAY SCALE, ESSENTIAL QUALIFICATIONS, VACANCIES & GENERAL INSTRUCTIONS ARE AS UNDER

Sr. No.	Post & Grade	No. of Post	Prescribed Qualifications
1.	Deputy Librarian (Non Academic) Grade: 79,800/- basic as per Level 12 (7 <sup>th</sup> CPC) Regular Basis	01	<p>1. A Master's Degree in Library Science /Information Science /Documentation Science with at least 55% marks or an equivalent grade in point scale wherever the grading system is followed.</p> <p>2. Eight years' experience as an Assistant University Librarian/College Librarian.</p> <p>3. Evidence of innovative library services including integration of ICT in library.</p> <p>4. A Ph.D. Degree in Library science /information science /Documentation Science /Archives and manuscript keeping/ computerization of library.</p> <p><b>Desirable:</b> Experience in NLU's/reputed Law School's Library will be given preference</p>
2.	Assistant Librarian (Non Academic) Grade : 57,700/- as per level 10 (as per 7 <sup>th</sup> CPC) Regular Basis	02 (Gen-01, SC-01)	<p>(i) A Master's Degree in Library science, Information Science or Documentation in Science or an equivalent professional degree, with at least 55% marks (on an equivalent grade in a point scale, wherever the grading system is followed)</p> <p>(ii) A consistently good academic record, with knowledge of computerization of a library.</p> <p>(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p><i>Provided that the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for requirement and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions subject to the fulfillment of the following conditions:-</i></p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode and having undergone coursework as applicable;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC, ICSSR/CSIR or any similar agency.</p> <p><b>Note:</b></p> <p>(i) ——— The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>(ii) ——— NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p><b>The UGC Notification No.F.9-1/2010(PS/MISC)Pt. Vol.I. dated 11.10.2021 shall apply.</b></p>

3.	<b>Assistant Registrar</b> 56100/- basic as per Level 10 (7 <sup>th</sup> CPC) <b>Regular Basis</b>	01	(i) Master's Degree (in Management and Law will be preferred) with at least 55% marks or equivalent grade of 'B' in UGC seven scale point. (ii) At least 03 years of experience as Section Officer in the University Administration/Finance and Accounts/Purchase procedures/Examination and Evaluation/Estate Management/Store Keeping/Guest House Management/Hostel Management etc. preferably in Govt. Sector. The person of proven experience and expertise in the field of Finance/Establishment/General Office Management in reputed Educational Institutions will be preferred.
4.	<b>Warden cum Hostel Manager</b> 35400/- basic as per Level 6 (7 <sup>th</sup> CPC) <b>Regular Basis</b>	01	Post Graduation with at least five years' experience in Administrative Capacity. <b>Desirable:</b> Previous experience will be given preference
5.	<b>Superintendent</b> 47600/- basic as per Level 8 (7 <sup>th</sup> CPC) <b>Regular Basis</b>	02 (Gen.=01, SC=01)	A Post Graduate with at least 55% marks or equivalent in any discipline or Law Graduate from a recognized University, working as Senior Assistant/Superintendent in University/Educational Institution, having knowledge of Rules and Regulations of University Office Work, Computer/IT and Drafting in English. Total working experience of at least 15 years.
6.	<b>Coordinator Internship &amp; Placement Officer</b> Consolidated Salary Rs. 60,000/- Per Month <b>Contract Basis</b>	01	Applicant must have a MBA with Law (LL.B./B.A. LL.B) or LL.M (55%) or equivalent grade from a recognized University in India. Previous experience in the field of Law will be given preference, and at least Two (02) years of experience in handling independent placement/internship activities for students/fresh graduates. The candidate must have relevant knowledge of market dynamics and potential recruiters in the field of law and good knowledge of all the leading firms in the field of Law and required to be fluent in English Languages.

\*Note: On contractual basis initially for one year on consolidated salary, likely to be regularized on the basis of satisfactory work, performance and good conduct during the contract. (Sr. No. 6)

1. Name of the post applied for must be superscripted at the top of the envelope as under : "Application for the post of \_\_\_\_\_".
2. The candidate who have applied vide Adv. No.RGNUL/21/2022 dated 16.06.2022 at Sr. No. 6 need not to apply fresh. If any applicant wants to update his/her curriculum vitae they can send updated profile on or before the last date of the applicant.
3. Separate application form is required for each post with prescribed fee. Once the application for any post is received, the same will not be allowed to be changed for any other post and will have to send the additional amount of fee if any.
4. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of applications. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on the last date or the information furnished is false or incorrect, his candidature will be canceled/his services will be terminated.
5. The possession of a prescribed essential qualification does not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
6. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications. No certificate/document will be considered after the last date.
7. No change in the category of any candidate is allowed after the submission of the application form. No correspondence/email/phone will be entertained in this regard.
8. Application not supported with the required application fee, self attested copies of certificates/testimonials will be rejected.
9. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard.
10. In case, the last date falls on a holiday, the next working day shall be treated as the last date.
11. Those who are already in employment required to submit their Application Form through proper channel.
12. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
13. If any candidate wants to apply for more than one post, he/she is required to apply separately for the same by downloading separate Application Form for each post and separate fee will be paid.
14. The incumbent possessing advanced skills, experience and abilities demonstrated by the type of institutions served, goals achieved, research carried out and impact made would be a deciding factors in keeping the higher standards of national level higher education institution conducting the professional courses in a competitive eco system.
15. Candidates shall be called for the interview after due scrutiny and short listing of the applications. Being eligible shall not confer any right to be called for the interview.
16. The University reserves the right to withhold the post at any stage before appointment.
17. The appointment shall be subject to the verification of antecedents.
18. Salary will be fixed as per RGNUL Rules/UGC norms.

19. No. TA/DA will be paid for attending the interview.
20. The University reserves the right to increase/decrease the number of posts and withhold their filling up, any time. The University reserve the right to not to fill any of the above mentioned positions.
21. The candidates should not be less than 18 years and not more than 40 years in age on the date of the Interview.
22. The higher pay within the aforesaid pay scale may be given to the selected person with experience if so recommended by the Selection Committee or so determined by the University Authorities.
23. Vacancies resulting from the selection may also be considered appropriately in this recruitment by the selection committee and number of vacancies advertised may vary.
24. In addition to the prescribed mode of scrutiny, the University in its discretion may also conduct a written test to judge the proficiency of the candidates for teaching/non-teaching positions.
25. The updates, if any, shall be published on the University Website only ([www.rgnul.ac.in](http://www.rgnul.ac.in)).
26. For relaxation in age for recruitment admissible for SC/ST and other different categories shall be as under:

**Rules for relaxation in age (in respect of Administrative and Ministerial Staff):**

There shall be relaxation in age for appointment to the University services as under:

1. The SC/ST/ Backward Class/ Persons with Disability / Physically Handicapped upto five years.
2. The Ex-Servicemen to the extent of service rendered in the Armed Forces of the Union of India subject to the usual terms and conditions.
3. In case of women in the following categories upto 10 years:
  - a. Widow
  - b. Women who are legally separated from their husbands or have been divorced.
  - c. Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them.
  - d. Women who have because of their desertion, been living separately from their husbands for more than two years.
  - e. Women whose husbands have re-married.
  - f. Wives of the Defense Personnel Killed in action or disabled while in service.
4. Self-employed person having technical skills and practical experience in vocations or utilities required by the University shall be allowed a maximum of (10) ten years of relaxation in age, subject to the condition of physical fitness to perform the work efficiently.
5. The persons who have rendered service in any Government / Semi Government / Autonomous Bodies / Other Public Undertakings, may be allowed relaxation in age up to the period of actual service rendered there.
6. The persons who have served RGNUL, on Adhoc/ Contractual / Temporary basis shall be allowed relaxation in age of actual service at the University for the purpose of recruitment as regular/contractual including the extension of contractual employment.

*The payment can be made through SBI collect. Fee for all Categories Post application of Rs. 1770/- (inclusive GST) for General & (Rs. 1180/-) for SC/ST/SAP category (inclusive GST).*

Call for applications for Teaching Non Teaching Positions

To apply for:-

Non-Teaching Positions \_\_\_\_\_ Click here to download the form link

Link for payment \_\_\_\_\_ Click here link

The duly filled application form (Hard copies) along with supporting documents and e-receipt of State Bank Collect Payment of prescribed fee must reach at University by post/by hand at the O/o Registrar, Rajiv Gandhi National University of Law, Punjab, Sidhuwal, Bhadson Road, Patiala — 147 006 (Punjab) India on or before 20.02.2023.

A duly scanned copy in PDF Format of the application form along with supporting documents and e-receipt of State Bank Collect Payment may be sent to the University email ([recruitment@rgnul.ac.in](mailto:recruitment@rgnul.ac.in)) on or before 20.02.2023.

Registrar