



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established under Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)

Advt. No. RGNUL/009/2021 dt. 10.11.2021

THE FOLLOWING NON-TEACHING POSTS ARE ADVERTISED ON REGULAR BASIS

THE PAY SCALE, ESSENTIAL QUALIFICATIONS, VACANCIES
& GENERAL INSTRUCTIONS ARE AS UNDER

Sr. No.	Post & Grade	No. of Post	Prescribed Qualifications
1.	Registrar Grade: Rs. 37400-67000+AGP 10000 +5000 Special Allowance per month (UGC Pay Scale)	01	<p>i) The Registrar shall be an academician not below the rank of Professor of Law with minimum three year administrative experience in an Educational Institution.</p> <p>ii) Desirable: Experience of working at NLUs/ and other reputed institution will be preferred.</p> <p>Qualifications: A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter No. 1-32/2006-U.II/I.1(1) dated 31st December, 2008, experience required for the posts of Registrars and equivalent shall be</p> <p>(i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP OF Rs. 8000 and above including as Associate Professor along with experience in educational administration. or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
2.	Finance Officer Grade: Rs. 37400-67000+AGP 10000 (UGC Pay Scale)	01	<p>M.Com/CA/CW/MBA (Finance)/LL.M Degree with at least 10 years' experience in administrative or supervisory capacity, not below the superintendent Grade-I or equivalent post in University/Institution of higher education/Government Office. Preference will be given to the candidates: (a) Having qualification in Commerce & Finance at Graduation/Post Graduation level. (b) Experience in Accounts/Establishment.</p> <p>Qualifications: A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter No. 1-32/2006-U.II/I.1(1) dated 31st December, 2008, experience required for the posts of Registrars and equivalent shall be</p> <p>(i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP OF Rs. 8000 and above including as Associate Professor along with experience in educational administration. or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
3.	Deputy Registrar Grade : Rs. 15,600-39100 with GP 7600 (UGC Pay Scale)	01	<p>(i) Master's Degree (in Management and Law will be preferred) with at least 55% marks of equivalent grade of 'B' in UGC seven-scale point.</p> <p>(ii) 9 years of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration or comparable experience in research establishment and /or other institutions of higher education.</p> <p>(iii) Or 5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>(iv) The person of proven experience and expertise in the field of Finance / Establishment / General Office Management in reputed Educational Institutions will be preferred.</p> <p>Desirable: Experience in NLUs/other reputed Institution Academic/Judiciary will be preferred.</p>
4.	Administrative Officer Grade : Rs. 15,600-39100 with GP 7600	01	<p>Good academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).</p> <p>Desirable:</p> <p>1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.</p> <p>2. LL.M Degree or MBA or CA/ ICWA or MCA or M.Phil/ Ph.D Qualification.</p>

5.	Coordinator Internship & Placement Cell Grade : Rs. 15,600-39100 with GP 5400	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. Relevant knowledge of market dynamics and potential recruiters in the field of law is must and must have a good knowledge of all the leading firms in the field of Law and shall be fluent (spoken & written) in the English language.
6.	Assistant Registrar Grade : Rs. 15,600-39100 with GP 5400 (UGC Pay Scale)	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. (iii) The person of proven experience and expertise in the field of Finance/Establishment/General Office Management in reputed Educational Institutions will be preferred.
7.	Superintendent Grade : 15600-39100+GP-5400	02	A Post-Graduate with atleast 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.
8.	Stenographer (English) Grade : Rs. 10300-34800+GP 4400	01	Candidate should be atleast a Graduate with English as a elective subject with a minimum speed of 100 (hundred) words per minute in English Short-hand. The candidate should be able to transcribe the matter at the speed of 15 (fifteen) word per minute Candidate should have atleast 3 (three) years' experience as Steno-Typist / Stenographer and competent to work on Computer. Fluency in English Language is essential.
9.	Library Assistant Grade : 10300-34800+GP-3800	02	1. Master's Degree in any discipline minimum Second Class B.Lib. Sci. / Post-graduate Diploma in Lib. Sci. Or an equivalent examination with 55%. Preference will be given to those candidates having working knowledge of computer.
10.	Assistant Accountant Grade : 10300-34800+GP-3800	01	B.Com First Class or M.Com. at least Second Class or Intermediate of cost of works accountants. The Candidates must have passed SAS Part-1 Examination.
11.	Library Restorer Grade : 5910-20200+GP-2400	02	Matric / Higher Secondary (Second Division) / 10+2 / B.A. with Diploma in Library Science (Second Division).
12.	Cook Grade : 5910-20200+GP-1900	01	Applicant must be Matric Pass with two years practical knowledge of Cooking in Government/Recognized Institution/etc.
13.	Carpenter Grade : 5910-20200+GP-1900	01	Matriculate with Diploma in Carpentry from I.T.I. Or Matriculate with 7 (seven) years' experience as Carpenter
14.	Forensic Science Lab Technician Grade : 5910-20200+GP-1900	01	The candidate should be atleast Matriculate with Physics and Chemistry, having passed Lab Technician Course from a recognized Institution. Candidate with experience of 5 years as Laboratory Assistant/Lab. Technician will be preferred.
15.	Peon cum Pantry Attendant Grade : 4900-10680+GP-1650	01	Applicant must have at least middle pass with two (2) years' experience in relevant field.
16.	Gym Attendant Grade : 4900-10680+GP-1650	01	10+2 examination passed from a recognized Board/University having passed D.P.Ed, B.P.Ed / Yoga Diploma/Degree. Candidate having knowledge of operation, maintenance and store keeping of Gym equipment's will be preferred.

- Candidates who had earlier applied against any particular post advertised vide Advt. No. RGNUL/006/2021 dt. 16.07.2021 should apply fresh-giving reference of their previous applications and proof of fee. However, they need to send additional amount of application fee if any along with their applications.
- Name of the post applied for must be superscripted at the top of the envelope as under:
"Application for the post of _____".
- 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 additional amount of fee if any.
- 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 last date or the information furnished is false or incorrect, his candidature will be cancelled/his services will be terminate.
- The possession of 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 or 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.
- 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.
- No change in the category of any candidate is allowed after submission of application form. No correspondence/email/phone will be entertained in this regard.
- Application not supported with 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, last date falls on holiday, then next working day shall be treated as last date.
11. Those who are already in employment should 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 shall possess 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 interview after due scrutiny and short listing of the applications. Being eligible shall not confer any right to be called for interview.
16. The University reserves the right to withhold the post at any stage before appointment.
17. The appointment shall be subject to verification of antecedents.
18. Salary will be fixed as per RGNUL Rules/UGC norms.
19. No. TA/DA shall 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 not fill any of the above mentioned position.
21. Candidates should not be less than 18 years and not more than 40 years in age on the date of Interview **(for non-teaching post(s) sr. no. 8-16)**.
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).
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. 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 extension of contractual employment.

The payment can be made through SBI collect. Fee for Sr. No. 1-7 'A' Category Post(s) application of Rs. 1770/- (inclusive GST) (Rs. 1180/- for SC/ST/SAP category (inclusive GSP)) and other Non-Teaching Posts for sr. no. 8-16 application fee of Rs. 590/- (inclusive GST) (Rs. 354/- for SC/ST/SAP category (inclusive GST)).

Call for applications for Non-Teaching Positions

To apply for:-

- Non-Teaching Positions - [Click here to download the form link \(https://rgnul.ac.in/vacancy.aspx?page=51\)](https://rgnul.ac.in/vacancy.aspx?page=51)
 Link for payment Non-Teaching - <https://rgnul.ac.in/vacancy.aspx?page=51>

The duly filled scanned copy in PDF format of application form along with e-receipt of State Bank Collect Payment must be sent to the following email address before **06.12.2021**. recruitment@rgnul.ac.in

All the printed applications form along with draft / proof of online payment (SBI Collect Ref. No.) of prescribed fee may also be sent to the O/o Registrar, Rajiv Gandhi National University of Law, Punjab, Sidhuwal, Bhadson Road, Patiala – 147 006 (Punjab) India on or before **06.12.2021**.

Registrar