

NATIONAL LAW UNIVERSITY OF MEGHALAY
MAYURBHANJ COMPLEX, NONGTHYMMAI, SHILLONG -793014

(Established in 2022)

ADVERTISEMENT

Advert. No. : NLUM/09/Estt/Advt./2022/84

Dated 14th April, 2023

The National Law University of Meghalaya, Shillong invites applications for the posts of officers and staff under different categories. The online application forms and details of each position under specific categories can be accessed from www.nlumeg.ac.in, <https://meghalayahighcourt.nic.in/>, <https://www.meghalaya.gov.in/>. Online application forms at <https://megedistrict.gov.in/directApply.do?serviceId=1349> will open on 14th April, 2023 and close on 15th May, 2023.

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Registrar



National Law University of Meghalaya Shillong

Officers Positions

Position	Number of Posts	Pay Level	Type of employment	Remarks
Deputy Registrar	1	12A	Permanent	
Assistant Registrar(Academic, Finance, Procurement and Estate, Human Resources and Secretary to Vice Chancellor)	1	10A	Permanent	
Assistant Registrar(Academic, Finance, Procurement and Estate, Human Resources and Secretary to Vice Chancellor)	3	10A	Tenure	

Medical Officer and Counsellor

Position	Number of Posts	Pay Level	Type of employment	Remarks
Medical Officer	1	15A	Deputation	
Counsellor	1	8A	Tenure	

Support Staff

Position	Number of Posts	Pay Level	Type of employment	Remarks
System Analyst(Library and Knowledge Management System(2), and Estate(1))	3	18A	Tenure	
Executive Assistant (Career Development Centre) Focus will be on managing HR issues(Internships and Placement of the students)	1	18A	Tenure	
Senior Administrative Assistant (Upper Division Assistant - UDA) [Academics - 3 (2 - Secretary to the Faculty and Registrar), Human Resources - 1]	4	12A	Tenure	
Assistant Accounts Officer	1	11A	Tenure	
Junior Administrative Assistant (Lower Division Assistant - LDA) [Library and Knowledge Management System - 2 , Academics - 1, Finance - 1, Estate and Digital Information Cell - 2, Human Resources - 1]	7	6A	Tenure	
Driver	1	3A	Permanent	
Driver	2	3A	Tenure	
Multitasking (Vice Chancellor, Registrar, Faculty, Other Centers)	8	1A	Tenure	

DETAILS OF OFFICERS (GROUP 'A') POSITION ADVERTISED

The pay will be as per the Central University Pay Structure. The rate of Dearness Allowance and House Rent Allowance will be as per the notification issued by the Central Government from time to time.

1	Name of the Post	:	Deputy Registrar
2	Number of Posts	:	1
3	Classification	:	Permanent
4	Group	:	Group 'A'
5	Pay Level	:	12A
6	Pay Scale	:	<ul style="list-style-type: none"> ● As per the Central University 7th Pay Commission ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 42 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Master's Degree with at least for direct recruitment 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. <p>Essential Experience</p> <ul style="list-style-type: none"> ● 5 years of experience as Assistant

			<p>Professor in a reputed organisation with experience in educational administration</p> <p>OR</p> <ul style="list-style-type: none"> ● Comparable experience in research establishment and / or other Institutions of higher education <p>OR</p> <ul style="list-style-type: none"> ● 5 years of administrative experience as Assistant Registrar or in an equivalent post in NLUs / IITs / University system / Research Institute / Central Government Departments. <p>Age limit may be relaxed for a person having administrative experience as an Assistant Registrar in the Institutes of eminence.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
9	Domain Expertise	:	<ul style="list-style-type: none"> ● Experience / Exposure to IT based Finance & Accounting / Audit / Academic / Purchase & Store / Establishment / Personnel & HR Services & facilities Management will be preferred. ● Office planning and organising, building relationships with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

			<ul style="list-style-type: none"> ● Hands on experience with Google applications, Microsoft applications Including Sharepoint and Tally and other enterprise services, Web applications, online promotional and social media tools ● Exposure to office procedures like maintenance of Files, Noting, Drafting etc
10	Period of Probation	:	2 Years
11	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
12	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Registrar
2	Number of Posts	:	1
3	Classification	:	Permanent
4	Group	:	Group 'A'
5	Pay Level	:	10A
6	Pay Scale	:	<ul style="list-style-type: none"> ● As per the Central University 7th Pay Commission ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Master's Degree with at least 55% required for direct recruitment marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. <p>Essential Experience:</p> <ul style="list-style-type: none"> ● At least 3 years of relevant experience at supervisory level at least or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments; ● Experience in Computer System &

			<p>Applications, Office Automation.</p> <p>Age limit may be relaxed for a person having relevant administrative experience in the Institutes of eminence.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
9	Period of Probation	:	2 Years
10	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
11	Domain Expertise	:	<ul style="list-style-type: none"> ● Experience / Exposure to IT based Finance & Accounting / Audit / Academic / Purchase & Store / Establishment / Personnel & HR Services & facilities Management will be preferred. ● Office planning and organising, building relationships with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. ● Hands on experience with Google applications, Microsoft applications Including Sharepoint and Tally and other enterprise services, Web applications, online promotional and social media tools ● Exposure to office procedures like maintenance of Files, Noting, Drafting etc

12	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.
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1	Name of the Post	:	Assistant Registrar
2	Number of Posts	:	4
3	Classification	:	Tenure
4	Group	:	Group 'A'
5	Pay Level	:	10A
6	Pay Scale	:	<ul style="list-style-type: none"> ● As per the Central University 7th Pay Commission ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Master's Degree with at least 55% required for direct recruitment marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. <p>Essential Experience:</p>

			<ul style="list-style-type: none"> ● 1-3 years of relevant experience at supervisory level at least in GP of Rs. 4200/- or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments; ● Experience in Computer System & Applications, Office Automation. <p>Age limit may be relaxed for a person having relevant administrative experience in the Institutes of eminence.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
9	Domain Expertise	:	<ul style="list-style-type: none"> ● Experience / Exposure to IT based Finance & Accounting / Audit / Academic / Purchase & Store / Establishment / Personnel & HR Services & facilities Management will be preferred. ● Office planning and organising, building relationships with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. ● Hands on experience with Google applications, Microsoft applications Including Sharepoint and Tally and other enterprise services, Web applications, online promotional and social media tools ● Exposure to office procedures like maintenance of Files, Noting, Drafting etc
			The Selection Committee has the right to relax

10	Relaxation of the Criteria	:	any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.
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DETAILS OF MEDICAL OFFICER AND COUNSELLOR POSITION ADVERTISED

The pay will be as per the Government of Meghalaya pay structure. The rate of Dearness Allowance and House Rent Allowance will be as per the notification issued by the State Government from time to time.

1	Name of the Post	:	Medical Officer
2	Number of Posts	:	1
3	Classification	:	Deputation
4	Group	:	Group 'A'
5	Pay Level	:	15A
6	Pay Scale	:	<ul style="list-style-type: none">● According to the Government of Meghalaya pay structure.● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none">● MBBS degree from a reputed and recognized university with minimum 55% marks or equivalent grade point average and at least 3 years working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

9	Domain Expertise	:	<ul style="list-style-type: none"> ● MD, or MS, in an appropriate branch of Medicine with at least 1 year working experience after the degree in a reputed hospital in Government / PSU / Private Sector. ● Experience in ICU, Trauma Care Unit ● MCI recognized Post Graduate qualification and Computer literacy
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Counsellor
2	Number of Posts	:	1
3	Classification	:	Tenure
4	Group	:	Group 'A'
5	Pay Level	:	8A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Masters degree in Psychology with specialisation in clinical /social psychology with 2 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute. <p>OR</p> <ul style="list-style-type: none"> ● M. Phil in Clinical Psychology with 1ST class, along with at least 2 years of relevant experience.

			<p>OR</p> <ul style="list-style-type: none"> ● MA in Clinical Psychology with 1st Class along with 3 years of relevant experience. <p>Relevant experience is defined as counselling experience for group counselling as well as individual counselling in an educational institution or in a mental health-care clinic.</p>
9	Domain Expertise	:	<ul style="list-style-type: none"> ● M. Phil/ Ph.D. in psychology preferred. ● Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.
10	Relaxation of the Criteria	:	<p>The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.</p>

DETAILS OF SUPPORT STAFF POSITIONS ADVERTISED

The pay will be as per the Government of Meghalaya pay structure. The rate of Dearness Allowance and House Rent Allowance will be as per the notification issued by the State Government from time to time.

1	Name of the Post	:	Executive Officer
2	Number of Posts	:	1
3	Classification	:	Tenure
4	Group	:	Group 'A'
5	Pay Level	:	18A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Bachelor's Degree in Engineering with 1st Class or equivalent OR Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute. <p>Essential Experience:</p>

			<ul style="list-style-type: none"> ● At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution <ul style="list-style-type: none"> ○ Working and liasoning with students and / or corporate, ○ Handling career development processes at any organisation, ○ Handling large projects with multiple organisations. ○ Working experience in Personnel & HR department of any reputed organisation <p>Desirable</p> <ul style="list-style-type: none"> ● Preference will be given to candidates be possessing an MBA Degree
9	Domain Expertise	:	<ul style="list-style-type: none"> ● Office planning and organising, building relationships with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. ● Hands on experience with Google applications, Microsoft applications Including Sharepoint and other enterprise services, Web applications, online promotional and social media tools
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Systems/ Software/ Network Analyst
2	Number of Posts	:	3
3	Classification	:	Tenure
4	Group	:	Group 'A'
5	Pay Level	:	18A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● First class B.E. /B. Tech /MSc. Degree or equivalent in Computer Science and Engineering or Information Technology or equivalent or MCA from a recognised University/Institute of repute and at least 2 years of relevant experience.

9	Domain Expertise	:	<p>(For Software Engineer)</p> <ul style="list-style-type: none"> ● Hands-on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTMLS, JSON, Java script frontend framework like jQuery. ● RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various life-cycle models. <p>(For System Engineer)</p> <ul style="list-style-type: none"> ● Hands-on working experience in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.), including network configuration. Strong troubleshooting skills. <p>(For Network Engineer)</p> <ul style="list-style-type: none"> ● Hands on working experience in operation and maintenance of large wired/wireless networks. Working experience of installing, configuring, and maintaining basic network equipment such as switches and access points. Knowledge of network management systems and good troubleshooting skills.
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable

			candidates and the decision of the selection committee will be final.
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1	Name of the Post	:	Assistant Accounts Officer
2	Number of Posts	:	1
3	Classification	:	Tenure
4	Group	:	Group 'B'
5	Pay Level	:	11A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Bachelor's degree In Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience.

9	Domain Expertise	:	Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Senior Administrative Assistant (Upper Division Assistant - UDA)
2	Number of Posts	:	4
3	Classification	:	Tenure
4	Group	:	Group 'C'
5	Pay Level	:	12A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Not exceeding 27 Years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Bachelor's Degree with 3 years of relevant experience as Junior Assistant/LDA or equivalent and knowledge of Computer office applications like MS Word, MS Excel etc and exposure to office procedure like maintenance of Files, Noting, and Drafting etc. are essential

9	Domain Expertise	:	Computer Typing skill of 35 wpm (equiv. to 10,500 KDPH) with an average of 5 key depressions for each word.
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Junior Administrative Assistant (Lower Division Assistant - LDA)
2	Number of Posts	:	7
3	Classification	:	Tenure
4	Group	:	Group 'C'
5	Pay Level	:	6A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Between 18 and 25 years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Bachelor's Degree with knowledge of Computer office applications like MS Word, MS Excel etc.

9	Domain Expertise	:	Computer Typing skill of 35 wpm (equiv. to 10,500 KDPH) with an average of 5 key depressions for each word.
10	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Driver
2	Number of Posts	:	1
3	Classification	:	Permanent
4	Group	:	Group 'C'
5	Pay Level	:	3A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Between 18 and 25 years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Secondary Pass with Driving License of both light and heavy(desirable) duty vehicles with 3 years of driving and maintenance experience , <p>OR</p> <ul style="list-style-type: none"> ● Secondary Pass with ITI course (automobile or equivalent} In relevant field with Driving licence of both heavy and light duty vehicles with 2 years relevant experience

9	Period of Probation	:	2 Years
10	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
11	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Driver
2	Number of Posts	:	2
3	Classification	:	Tenure
4	Group	:	Group 'C'
5	Pay Level	:	3A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Between 18 and 25 years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Secondary Pass with Driving License of both heavy and light duty vehicles with 1-3 years of driving and maintenance experience , <p>OR</p> <ul style="list-style-type: none"> ● Secondary Pass with ITI course (automobile or equivalent} In relevant field with Driving licence of both heavy and light duty vehicles with 1-2 years relevant experience

9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Multi-Tasking
2	Number of Posts	:	8
3	Classification	:	Tenure
4	Group	:	Group 'C'
5	Pay Level	:	1A
6	Pay Scale	:	<ul style="list-style-type: none"> ● According to the Government of Meghalaya pay structure. ● Pay protection will be as per the rule
7	Age limit	:	Between 18- 40 years
8	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification</p> <ul style="list-style-type: none"> ● Matriculation or equivalent pass from a recognized board

9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.