National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2026/1060 **Date: 13.11.2026**

Advertisement for Non-Teaching Positions

SL.No.	Name of the post	No. of Post	Pay & Age	Qualification
1.	(a) Resident Warden – Girls 'Hostel: (Female candidates only). (b) Resident Warden Boys Hostel (Male Candidate only.)	(1+1) 2Nos.	Rs. 50,000 Fixed. Upper Age : 45	Educational Qualifications and Eligibility Criteria A. Essential Qualifications 1. The candidate must possess a Master's Degree/ MBA in any discipline from a recognised University/Institution with a minimum of 55% marks or equivalent grade. 2. Candidates having a degree in Social Work, Psychology, Sociology, Education, Management, Public Administration or any other relevant discipline will be preferred. 3. The candidate must have good communication skills in English and Hindi. 4. Basic knowledge of computers, MS Office, email correspondence and digital record management is essential. 5. The candidate must possess sound administrative, organisational, interpersonal and problem-solving abilities. 6. The candidate should have the ability to manage students from diverse social, cultural and geographical backgrounds. 7. The candidate must demonstrate maturity, integrity, patience, responsibility and a student-friendly attitude. B. Desirable Qualifications and Experience 1. Preference will be given to candidates having at least 2–3 years of relevant experience in hostel administration, residential management, student welfare or a similar position in a University, College or educational institution.

				2. Experience in handling hostel discipline, student grievances, residential administration and student-related activities. 3. Knowledge of student counselling, conflict resolution, mentoring and emergency management. 4. Experience in coordinating with parents/guardians, University authorities, security personnel and other stakeholders. 5. Familiarity with UGC regulations, particularly those relating to anti-ragging, student safety and welfare. 6. Ability to handle sensitive student-related matters with confidentiality, fairness and professionalism. C. Additional Requirements 1. The candidate must be physically and mentally fit to discharge the responsibilities associated with hostel administration. 2. The candidate should possess good moral character and must not have been convicted of any criminal offence. 3. The candidate must be willing to reside within the respective hostel premises as provided by the University. 4. The candidate should be available to attend to hostel-related matters, including emergencies, beyond regular office hours whenever required. D. Specific Requirement for Individual Posts • Resident Warden – Girls' Hostel: Female candidates only. • Resident Warden – Boys' Hostel: Male candidates only. E. Desirable Qualifications 1. Previous experience as a Hostel Warden, Resident Warden, Student Welfare Officer, Residential Administrator or in a similar position in a University, College or educational institution. 2. Experience in handling student-related matters, hostel administration, discipline and grievance redressal. 3. Knowledge of student counselling, conflict resolution, emergency management and student welfare activities. 4. Ability to maintain discipline while ensuring a friendly, inclusive and supportive atmosphere in the hostel.

				5. Experience in coordinating student activities, cultural programmes, sports and other extracurricular activities. 6. **Retired Army personnel may be given preference for this post**. F. Roles and Responsibilities: The selected candidates shall be responsible for the overall administration, supervision and welfare of students residing in the respective hostels. Their duties shall include: 1. Ensuring the safety, security, discipline and well-being of students residing in the hostel. 2. Maintaining regular interaction with students and addressing their academic, personal and residential concerns. 3. Ensuring proper implementation of University rules, hostel regulations and code of conduct. 4. Maintaining hostel attendance, student movement registers, visitor records and other relevant documentation. 5. Monitoring hostel cleanliness, hygiene, maintenance, mess facilities and other residential amenities. 6. Coordinating with the University administration, security personnel, maintenance staff and other concerned departments. 7. Handling student grievances and facilitating their timely resolution. 8. Providing immediate assistance in medical emergencies and other unforeseen situations. 9. Informing the University administration and parents/guardians, wherever necessary, regarding serious matters concerning students. 10. Preventing ragging, bullying, harassment, misconduct and any other activities affecting the safety and dignity of students. 11. Ensuring compliance with applicable University policies and UGC regulations relating to student safety and anti-ragging. 12. Organising and facilitating student engagement, recreational, cultural and other welfare activities.

				13. Preparing periodic reports regarding hostel administration and student welfare for submission to the competent University authorities. 14. Performing any other duties assigned by the University administration from time to time.
3	Multi-Tasking Staff (MTS)	3 no.s	30,000/- Fixed Upper Age : 40	Qualification & Experience Graduation in any discipline with minimum 3-5 years' experience in a similar capacity in residence school/ college/ University. Excellent working environment, Salary at par with industry standards, higher/lower salary may be considered depending on candidate experience. Desirable Qualification Knowledge of Computer Application Proficiency in English and Hind and Good Communication skill with an understanding of Local language and Responsibilities: 1) Take dictation and notes and later transcribe their notes into documents. 2) Record minutes of meeting 3) Perform office task such as typing, filing, answering mails and operation Machine 4) Basic Knowledge of Accounts/ Administration/ Examination/ Establishment / HR will be advantages. 5) Knowledge of File Management. 6) Knowledge of Store Management. Skill Test: A Computer Proficiency Test will be conducted.

GENERAL INFORMATION

1. The cut-off date for reckoning Upper Age limit, qualification and Post Qualification Experience is the last date of submission of online application and Hard copy by i.e. 06^{h} December 2026. Relevant experience gained after the minimum qualifying degree/course will only be taken into consideration.

2. Reservation as per the State Government Rules.

3. Applicants working in Government Institutions/Organizations, Public Sector Undertakings, and

Government Funded Institutions should submit their applications through the proper channel or they may submit the NOC at the time of document verification. Candidates without an NOC will not be permitted to appear for the test/Interview.

4. No vigilance or disciplinary or criminal case should be pending/contemplated against the candidate as on the date of application or should be contemplated/initiated against the candidate after submission of application till the time of joining in case of selection.

5. Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/University.

9. The certificate of work experience shall be in proper format, i.e., it should clearly state his/her designation, period of service in the organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bearing the Date of issue. Pay slips/Office orders/Appointment orders & any other documents shall not be considered as proof of Experience.

10. The University reserves the right to seek additional information and/or documents from the candidate, current/past employer(s), references for consideration at any stage of the recruitment process, i.e., scrutiny/shortlisting/written exam/ presentation/ interview.

11. The University reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. The University also reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof. The University decision in this regard will be final and binding on all applicants who responded to this advertisement.

12. Candidate eligibility will not vest any right on any candidate for being called for a selection test and/or interview. In the event of receipt of many applications, the University reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit based on qualifications and experience higher than those prescribed in this advertisement.

13. The University reserves the right to relax experience for persons with a brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a NLUs/ Central University/Central University.

14. The University reserves the right to offer a lower post, including the entry-level post of the cadre, to any candidate if sufficiently qualified and experienced candidates with commensurate performance in the trade test and interview are not available at a higher Pay Level and University may offer any other posts which is suitable to experiences and qualifications.

15. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) with relevant experience.

16. A panel of eligible candidates shall be prepared as per the Selection Committee's recommendation.

Vacancies/new sanctioned post that arise within one year will be filled in sequence out of the panel.

17. The University reserves the right to rectify any discrepancy in the pay, Pay Level, etc., if found later.

18. Canvassing in any manner would entail the disqualification of the candidature.

19. Candidates are advised to fill in their correct and active e-mail addresses in the application, as the University will make all correspondence through e-mail only. The test/Interview schedule will be emailed to the candidates at their registered emails. Additionally, all information regarding the Selection Test and/or Interview schedule, etc., will also be provided on the University's website. The University will not be responsible in any manner if a candidate fails to visit/access the email/website promptly. **Candidates are advised to visit the University's website at www.nusrlranchi.ac.in regularly for the latest recruitment information**.

20. The decision of the University in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection/interview. Any dispute concerning the selection/recruitment process will be subject to the courts or tribunals having jurisdiction over Ranchi.

21. Candidates who will be called for a Trade Test/Skill Test/Interview must produce original documents supporting all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience and other claims. The written/skill test/presentation and interview for the posts mentioned at Sl. Nos. 01 to 04 will be conducted in Ranchi only.

22. No TA/ DA shall be paid for attending any stage of the selection process.

23. Candidates may be posted and/or transferred to any department at any time during their service career at the discretion of the management.

HOW TO APPLY:

1. **Candidates are required to apply online through the Link given in University Website.**
2. **An application fee of Rs. 1000/- for each position shall be paid online directly to the University's Bank Account. The UTR Number/Transaction Reference Number must be mentioned in the application form for reference. Details of the University's Bank Account are given below.**

National University of Study and Research in Law, Ranchi

Bank Details of the University:

Account Name: NUSRL Ranchi
Account No.: 490710110003104
IFSC Code: BKID0005900
Bank Name: Bank of India
Branch: NUSRL Campus, Ranchi

Additionally, the application must reach the address mentioned below on or before **06.12.2026 by 17:00 hrs** through Indian Speed Post, India Registered Post, or Courier. The application must be accompanied by all relevant supporting documents, duly self-attested, along with a Curriculum Vitae (C.V.). The envelope should bear the superscription **"Post Applied For"** and be sent to the following address:

"The Registrar
National University of Study and Research in Law Nagri,
PO: Bukru, PS: Kanke Kanke-Pithoria Road, Kanke Ranchi (Jharkhand) – 834006"

- The candidates eligible strictly according to UGC norms only may apply for the notified posts.
- The candidates applying for different category of posts shall submit separate application form along with separate application fee for each category in separate envelopes by specifying the same on the top of the envelope.
- Application fee once paid shall not be refunded under any circumstances.
- Applications incomplete in any respect and those received after the last date shall not been pertained.
- Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application, but these must be produced at the time of interview.
- The University will verify the documents submitted by a candidate at the time of interview. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine background and has suppressed the said information, then his/her services shall be terminated.
- In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

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- No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview etc.,
- Only shortlisted candidates will be called for interview/ Skill test.
- The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- The University reserves the right to consider candidates of outstanding merit who may not have applied.
- The University reserves the right to consider any applicant for lower post than that applied for, subject to the fulfilment of UGC/ State Government Regulations.
- Persons in employment should route their application through proper channel.
- No TA/DA for attending the interview is admissible.
- Only Application sent by Indian Speed post/ Indian Registered Post/ Courier and delivered to the university before deadline will be considered.

Sd/

Registrar