



HIDAYATULLAH NATIONAL LAW UNIVERSITY

NAVA RAIPUR, ATAL NAGAR – 492002 (C.G.)

Phone No. 7587017804

Email: registrar@hnlul.ac.in, Website: www.hnlul.ac.in

Date: 05/11/2022

APPOINTMENT NOTIFICATION NO.-01/2022

Hidayatullah National Law University, Raipur is a State University established by Hidayatullah National University of Law Chhattisgarh Act, 2003 (No. 10 of 2003) and recognized by UGC u/s. 2(f) and 12B of UGC Act, 1956. Applications are invited (in prescribed format) from competent, committed & dynamic people for the following non-teaching positions:-

GROUP-A

Sl. No.	Name of Post & Pay Band & Grade-Pay	No. of Posts	Qualification and Experience required for the Post	GENERAL JOB DESCRIPTION
1.	FINANCE OFFICER Pay Scale : Level 14: Rs.1,44,200 - 2,18,200	01 (UR)	<u>ESSENTIAL:</u> a) Master's Degree preferably in Commerce / Financial Management / any other equivalent discipline or Chartered Accountant / CMA / ICWA. b) 15 years of experience in the Finance department of central or state government or Public Sector Corporation or in corporate sector. <u>DESIRABLE:</u> a) Well-versed in the financial/accounting systems and related software. b) Experience as Superintendent Grade-I and exposure in dealing with State Finance departments or equivalent. c) Proficiency in GAAP Regulation. d) The Candidate to be fluent in reading, writing and spoken English.	To Manage: 1. University's accounting, auditing, budgeting, finance, and other related activities. 2. Implementing financial policies; financial planning, budgeting and managing funds. 3. Preparation of monthly expenditure receipts and data reports in centralized accounting system. 4. Updating cash flow forecasts and ensuring timely remittance requests to ensure sufficient funds are available to meet University expenditure 5. Computerized accounting systems and spreadsheets to assist day to day accounting procedures and reporting requirements. 6. Compliance of legal, financial and procurement policies for donor funded projects. 7. Risk management in line with university policies and procedures. 8. Fixed assets and updating the same on a quarterly basis. 9. Fiscal Prudence and cost saving measures 10. Interfacing and liasoning with the government officials.
2.	ADMINISTRATIVE-CUM-LIAISON OFFICER Pay Scale : Level 10: Rs. 56,100 – 1,77,500	01 (UR)	<u>ESSENTIAL:</u> Master's Degree with 10 Years administrative/field/office work experience in an academic institution. <u>DESIRABLE:</u> a) Understanding of academic administration and human resource management. b) Good skills in IT management c) Exposure to Budget Management and handling accounting softwares d) Experience in liasoning with	1. To assess, implement and improve the University's administrative and operational processes. 2. To manage institutional, administrative, and human resources support to the University authorities. 3. To allocate work responsibilities for efficient deliverables by the University staff. 4. To initiate training and orientation programmes to optimize employee capabilities and commitments. 5. To monitor and report contract management of various agreements involving service



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			<p>government departments and regulatory bodies.</p> <p>e) Good understanding of core areas of administration and exam processes</p> <p>f) Good Proficiency in English, office communication.</p>	<p>providers, partner organizations and special projects.</p> <p>6. To liaison with state government, central government and external rating agencies like NAAC, NIRF, etc.</p> <p>7. To liaison with UGC, related departments of the State and Central ministries.</p> <p>8. To liaison with judicial academies and bar associations of State and Central including BCI</p> <p>9. To interface with statutory officers of Controller of Exam, Finance Office, Office of Registrar in the University.</p>

GROUP – B

Sl. No.	Name of Post & Pay Band & Grade-Pay	No. of Posts	QUALIFICATION AND EXPERIENCE REQUIRED FOR THE POST	GENERAL JOB DESCRIPTION
1.	<p>PERSONAL SECRETARY (VICE CHANCELLOR'S OFFICE)</p> <p>Pay Scale : Level 07: Rs. 44,900 – 1,42,400</p>	01 (UR)	<p><u>ESSENTIAL:</u></p> <p>a) A Master's degree with a minimum of 10 years of work experience in HEIs.</p> <p>b) Spoken and written proficiency in English and Hindi.</p> <p>c) Experience of administrative documentation.</p> <p>d) A good command over office software (MS Office word / PPT / Excel) and Management of Online/Offline Meetings.</p> <p><u>DESIRABLE:</u></p> <p>a) Proven competence on Office administrative procedures.</p> <p>b) Proficiency in UGC and BCI and other regulatory body rules.</p> <p>c) Experience of working with Vice Chancellor's / Director's Office.</p>	<p>1. To maintain daily schedules and co-ordination of the Vice-Chancellor's appointments.</p> <p>2. Drafting of official correspondences and related documentation.</p> <p>3. To liaise effectively with internal departments and external agencies</p> <p>4. To manage the travel itineraries of the Vice-Chancellor and related arrangements.</p> <p>5. To maintain digital and physical documentation of meetings of the University bodies.</p> <p>6. To interface with other offices of the University on the directives of the Vice-Chancellor.</p> <p>7. To assist in minuting the meetings of the Vice-Chancellor with faculties, staff and students.</p> <p>8. To organize schedules of meetings with the students, faculties, and staff.</p> <p>9. To appropriately execute any other duties as directed by the Vice-Chancellor.</p> <p>10. To maintain confidentiality of official records / schedules and appointment of the Office of the Vice-Chancellor.</p>
2.	<p>EXECUTIVE ASSISTANT (REGISTRAR'S OFFICE)</p>	01 (UR)	<p><u>ESSENTIAL:</u></p> <p>a) A Bachelor's degree with a minimum of 5 years work experience in HEIs.</p> <p>b) Spoken and written proficiency in</p>	<p>1. To maintain daily schedules and co-ordination of the Registrar's commitments</p> <p>2. Drafting of official correspondences and</p>



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	Pay Scale : Level 06: Rs. 35,400 – 1,12,400		English and Hindi. a) Experience of administrative documentation. b) A good command over office software (MS Office word / PPT / Excel). DESIRABLE: a) Proven competence on Office administrative procedures. b) Proficiency in UGC and BCI and other regulatory body rules	related documentation. 3. To liaison with internal and external agencies as directed by the Registrar. 4. To arrange for logistics relating to the local and outstation visits undertaken by the Registrar for official purposes. 5. To maintain a repository of official documentation in digital and physical form of activities of the Office of the Registrar. 6. To receive and send correspondences as required by the Office of the Registrar. 7. To maintain confidentiality of official records / schedules and appointment of the Office of the Registrar.
3.	PUBLIC RELATIONS-CUM-STUDENT WELFARE OFFICER Pay Scale : Level 06: Rs. 35,400 – 1,12,400	01 (UR)	ESSENTIAL: a) A Master's Degree in Mass Communication or an equivalent degree. b) A Minimum work experience of 10 years in any reputed national level Institution / University. c) Experience in Press Relations / documentation / event management. d) Excellent Skill in Spoken and Written English e) Proficiency in Office Softwares DESIRABLE: a) Exposure to UGC and other regulatory agencies. b) Exposure to departments of the State Government. c) Experience in organizing meetings of academic bodies and related protocols. d) Exposure of handling human resource portfolios.	1. To develop academic relationships and networking with institutions, law firms and corporate houses. 2. To develop public relations with governmental & non-governmental agencies. 3. To Coordinate with faculties, students, and staff on various outreach programmes / events. 4. To develop a network print, electronic and social media relation for coverage of events and other happenings of the University. 5. To edit and distribute press releases to targeted media platforms. 6. To Managing communication channels on co-curricular activities of HNLU and other institutions. 7. To interface with Internship and Recruitment Coordination Committee of Faculty / Students for placement portfolios. 8. To interface with State and Central agencies on profiling HNLU activities.
4.	ASSISTANT ACCOUNTS OFFICER Pay Scale : Level 06: Rs. 35,400 – 1,12,400	01 (01 UR)	ESSENTIAL: a) A Master's Degree in Commerce or equivalent Degree in Cost Management with a good academic track record. b) A Minimum of 6 years of work experience c) Work Experience in Public Sector or HEIs. d) Work Experience in Double-entry	1. Managing of the Accounts Office of the University. 2. Ensuring adherence to accounting rules and regulations. 3. Handling accounts of the University and other accounting related work. 4. Handling day-to-day accounting, bank payments and book closure. 5. Preparing monthly reconciliation for fees, accounts payable and accounts receivable.



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			<p>Bookkeeping and accounting softwares including Tally.</p> <p>DESIRABLE:</p> <ol style="list-style-type: none"> Proficiency in Audit and Accounting Process Proficiency in online transaction of E-banking / E-Procurement / E-Tender Exposure to general financial and accounting rules. Proficiency in GAAP Regulation Good computer skills Proficiency in spoken and written English Exposure to Budget planning Experience in filing IT Returns / GST and related tax practice. 	<ol style="list-style-type: none"> Computing taxes (GST, TDS), handle statutory remittances, prepare tax filings and returns. Preparing MIS reports as per requirements. Assisting the Finance Office on preparation of fiscal plan of the University.
5.	<p>ASSISTANT GRADE-II Pay Scale : Level 06: Rs. 35,400 – 1,12,400</p>	02 (01 ST 01OBC)	<p>Essential:</p> <ol style="list-style-type: none"> Bachelor's degree with good academic track record. Proficiency in Office Computer operations A Minimum work experience of 5 years in HEIs. Working Knowledge of English / Hindi (Reading & Writing). <p>Desirable:</p> <ol style="list-style-type: none"> Exposure to Office procedure and regulations Experience of Data Entry operations and documentation. 	<ol style="list-style-type: none"> To carry out administrative and ministerial work assigned by the University authorities. To maintain physical and electronic documentation of the assigned portfolios To render assistance on University's meetings and events. To render assistance on student related activities.
6.	<p>SUB ENGINEER (CIVIL) Pay Scale : Level 06: Rs. 35,400 – 1,12,400</p>	01 (UR)	<p>ESSENTIAL:</p> <ol style="list-style-type: none"> A Bachelor's Degree in Civil Engineering with good academic track record. A Minimum of 3 years of Work Experience <p>DESIRABLE:</p> <ol style="list-style-type: none"> A Minimum of 1 year of Work Experience in HEIs Proficiency in computer applications on the Civil Engineering design & drafting software. Proficiency to contract management and estimation of projects. Proficiency in reading and writing English. 	<ol style="list-style-type: none"> To prepare civil work designs and draft requisite tender documents. To execute civil works of the University in accordance with sanctioned estimates, specifications, and drawings. To assess, plan and conduct timely repair and maintenance of university civil infrastructure with the sanction of competent authority. To plan new infrastructure and carry out civil works as assigned by the University. To delegate and supervise the work assigned to ground staff. To adhere to the expenditure targets and strive for cost-effective execution of civil work / project.
7.	<p>SUB ENGINEER</p>	01 (UR)	<p>ESSENTIAL:</p> <ol style="list-style-type: none"> A Bachelor's Degree in Electrical 	<ol style="list-style-type: none"> To prepare electrical work designs and draft requisite tender documents.



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	(ELECTRICIAN) Pay Scale : Level 06: Rs. 35,400 – 1,12,400		Engineering with good academic track record. b) A Minimum of 3 years of Work Experience Desirable: a) A Minimum of 1 year of Work Experience in HEIs b) Proficiency in computer applications on the Electrical Engineering design & drafting software. c) Proficiency to contract management and estimation of projects. d) Proficiency in reading and writing English.	2. To execute electrical works of the University in accordance with sanctioned estimates, specifications, and drawings. 3. To assess, plan and conduct timely repair and maintenance of university electrical infrastructure with the sanction of competent authority. 4. To delegate and supervise the work assigned to ground staff. 5. To adhere to the expenditure targets and strive for cost-effective execution of electrical work / project.

GROUP – C

Sl. No.	Name of Post & Pay Band & Grade-Pay	No. of Posts	QUALIFICATION AND EXPERIENCE REQUIRED FOR THE POST	JOB DESCRIPTION
1.	ASSISTANT SYSTEM ENGINEER Pay Scale : Level 04: Rs. 25,500 –81,100	06 03 (UR) 01 (ST) 01 (SC) 01 (OBC)	ESSENTIAL: a) Bachelor's Degree with a good academic track record. b) A Minimum Work Experience of at least 5 years in the IT Department of an educational institution c) Well-versed with hardware / software / ITES ecosystem. DESIRABLE a) Working Knowledge of English Language. b) Exposure to legal software. c) Willingness to work in day & night shifts. d) Exposure to social media handles.	1. To manage day-to-day operational support for server, storage and network infrastructures. 2. To manage web platforms and campus wide internet connectivity. 3. To maintain hardware and other storage devices of the IT Section. 4. To manage the computer lab / language lab requirements. 5. To assist digital infrastructure of LRC. 6. To provide technical assistance to University meetings, events. 7. To provide technical assistance for faculty activities and classroom support. 8. To provide technical support to various administrative sections of the University. 9. To assist the University in vendor selection and management that are relevant to IT systems. 10. To assist the university in implementation of the ERP system. 11. To assist with storage and server data backup, data migration and disaster recovery operations. 12. To provide technical support (help desk) to users by troubleshooting problems related to network or platform performance. 13. To create training materials for the users and provide the necessary trainings to the staff,



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				faculty, and students on IT related matters. 14. To manage surveillance systems of the University.
2.	ASSISTANT GRADE-III Pay Scale : Level 04: Rs. 25,500 –81,100	03 (02 UR, 01 SC)	Essential: a) Bachelor's degree with good academic track record. b) Proficiency in Office Computer operations c) A Minimum work experience of 3 years in HEIs. d) Working Knowledge of English (Reading & Writing). Desirable: a) Exposure to Office procedure and regulations b) Experience of Data Entry operations and documentation.	1. To carry out administrative and ministerial work assigned by the University authorities. 2. To maintain physical and electronic documentation of the assigned portfolios 3. To render assistance on University's meetings and events. 4. To render assistance on student related activities.
3.	BOYS HOSTEL ASSISTANT (MALE) Pay Scale : Level 04: Rs. 25,500 –81,100	01 (UR)	ESSENTIAL: a) A Bachelor's Degree with good academic track record. b) A Minimum of 3 years of work experience in HEIs c) Working knowledge of spoken and written English d) Exposure to computer operations. DESIRABLE: Work Experience in Hostel Management and Student Affairs in HEIs.	1. To manage the hostel activities and monitor requisite discipline in the hostels. 2. To manage of inventory of hostel property including gym and common room and maintenance of the same. 3. To assist the civil / electrical engineering departments for carrying out requisite maintenance and repairs in the hostel. 4. To supervise cleanliness of hostel premises. 5. To report and carry out the directives of the Hostel wardens and Chief Warden on all matters relating to hostel.
4.	GIRLS HOSTEL ASSISTANT (FEMALE) Pay Scale : Level 04: Rs. 25,500 –81,100	01 (UR)	ESSENTIAL: a) A Bachelor's Degree with good academic track record. b) A Minimum of 3 years of work experience in HEIs c) Working knowledge of spoken and written English d) Exposure to computer operations. DESIRABLE: Work Experience in Hostel Management and Student Affairs in HEIs.	1. To manage the hostel activities and monitor requisite discipline in the hostels. 2. To manage of inventory of hostel property including gym and common room and maintenance of the same. 3. To assist the civil / electrical engineering departments for carrying out requisite maintenance and repairs in the hostel. 4. To supervise cleanliness of hostel premises. 5. To report and carry out the directives of the Hostel wardens and Chief Warden on all matters relating to hostel.
5.	Sports Assistant-cum-Gym Instructor (M) Pay Scale : Level 04: Rs.	01 (UR)	Essential: a) Bachelor's Degree in Physical Education / Sports Sciences with minimum of 55% marks or equivalent grade with relevant work.	1. To manage all sports activities of the University. 2. To manage and supervise use of gymnasium in the hostel complex. 3. To manage and maintain the sports facilities in the campus.



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	25,500 –81,100		<p>b) 4 years relevant coaching experience in approved College/University/Institution</p> <p>Desirable:</p> <p>a) Applicants should have specialization in at least one sports such as Gymnasium, and any one Game.</p> <p>b) Diploma in Coaching from NIS Patiala or from an Equivalent Institute & medal winners in inter University / national games will be given preference.</p>	<p>4. To plan for appropriate sports activities / festivals for the University</p> <p>5. To train and impart sports skills to the students and other residents of the campus.</p> <p>6. To prepare requisite budget for acquisition of gym and sports equipments and sports activities.</p> <p>7. Inventory management of sports and gym related equipments.</p>
6.	<p>Sports Assistant-cum-Gym Instructor (F) Pay Scale : Level 04: Rs. 25,500 –81,100</p>	01 (UR)	<p>Essential:</p> <p>a) Bachelor's Degree in Physical Education / Sports Sciences with minimum of 55% marks or equivalent grade with relevant work.</p> <p>b) 4 years relevant coaching experience in approved College/University/Institution</p> <p>Desirable:</p> <p>a) Applicants should have specialization in at least one sports such as Gymnasium, and any one Game.</p> <p>b) Diploma in Coaching from NIS Patiala or from an Equivalent Institute & medal winners in inter University / national games will be given preference.</p>	<p>1. To manage all sports activities of the University.</p> <p>2. To manage and supervise use of gymnasium in the hostel complex.</p> <p>3. To manage and maintain the sports facilities in the campus.</p> <p>4. To plan for appropriate sports activities / festivals for the University</p> <p>5. To train and impart sports skills to the students and other residents of the campus.</p> <p>6. To prepare requisite budget for acquisition of gym and sports equipments and sports activities.</p> <p>7. Inventory management of sports and gym related equipments.</p>
7.	<p>CAMPUS SUPERVISOR Pay Scale : Level 04: Rs. 25,500 –81,100</p>	01 (UR)	<p>ESSENTIAL:</p> <p>a) A Bachelor's Degree with good academic track record.</p> <p>b) A Minimum of 5 years of work experience as Caretaker / Field Manager / Supervisor.</p> <p>c) Working knowledge of English</p> <p>DESIRABLE:</p> <p>a) Experience of working in HEIs</p> <p>b) Experience as Caretaker of Hostel / University residences.</p>	<p>1. To supervise outsourced services of the University.</p> <p>2. To supervise the general upkeep of the University particularly the public area of the University.</p> <p>3. To administer guest house occupancy and related services.</p> <p>4. To supervise and assist on landscaping portfolio of the University.</p> <p>5. To supervise fire-safety norms and related activities.</p> <p>6. To liaison with Engineering section for general maintenance of university premises.</p>
8.	<p>DRIVER Pay Scale : Level 02: Rs. 19,900 –63,200</p>	09 (05UR, 01OBC, 02ST,	<p>ESSENTIAL:</p> <p>a) Driving License for four wheelers or heavy vehicles.</p> <p>b) Must have passed eighth</p>	<p>1. To drive light and heavy University vehicles.</p> <p>2. To maintain records of vehicle movements.</p> <p>3. To work in shifts for transport management.</p> <p>4. To ensure timely maintenance and repair of the</p>



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		01SC)	standard. c) Proper eye-sight and vision. DESIRABLE: Work experience with University transport system.	University vehicles. 5. To assist University assigned work when not engaged in driving duties.
9.	LIBRARY ATTENDANT Pay Scale : Level 01: Rs. 18,000 – 56,900	09 (05UR, 01OBC, 02ST, 01SC)	ESSENTIAL: a) Must have completed Standard XII. b) A Minimum of 3 years of work experience in a library / office work in HEIs. c) Must have a working knowledge of English. DESIRABLE: Willingness to work in shifts.	1. To assist in shelving books, journals and other library materials at assigned racks. 2. To prepare signages as per the classification scheme followed by the library. 3. To assist the students on queries and location of relevant materials in the library. 4. To assist in maintaining accession register. 5. To assist in book issuance and returns. 6. To work in shifts and holidays.
10.	FIELD ASSISTANT Pay Scale : Level 01: Rs. 18,000 – 56,900	01 (UR)	ESSENTIAL: a) Must have completed Standard XII. b) A Minimum of 3 years of work experience in a HEIs. c) Must have a working knowledge of English. DESIRABLE: Willingness to work in shifts	1. To deliver University assigned posts, documents and any other material to select addresses in the city and outside Raipur. 2. To assist in dispatch section for receiving post documents and distributing to relevant offices inside the campus.
11.	CARETAKER -CUM OFFICE ASSISTANT Pay Scale : Level 01: Rs. 18,000 – 56,900	02 (02UR)	ESSENTIAL: a) Must have passed Twelfth standard. b) A Minimum of 5 years of work experience in housekeeping work and office documentation work for institutions DESIRABLE: a) Working knowledge of English	1. To assist all guest relations of the campus. 2. To manage the Guest House accommodation, dining and kitchen. 3. To coordinate basic repairs and maintenance tasks as required in the Guest House. 4. To manage furnishing and furniture of the Guest House complex.
12.	OFFICE ASSISTANT Pay Scale : Level 01: Rs. 18,000 – 56,900	08 (03UR, 01OBC, 02ST, 02SC)	ESSENTIAL: a) Must have passed Twelfth standard. b) A Minimum of 2 years of working experience on similar post of Office Assistant/ Peon/Caretaker/Attendant/Book Lifter. DESIRABLE: Working knowledge of English	1. To carry and deliver the correspondences, notesheets and other files within & outside the office. 2. To perform duties as assigned by office. 3. To ensure the cleanliness and general keep up of the Section/Office wherein posted and of the furniture, fixture, and equipment.
13.	Cook-cum-Attendant Pay Scale : Level 01: Rs. 18,000 – 56,900	04 (01UR, 01OBC, 01ST, 1SC)	Essential: a) Must have passed tenth standard. b) Must have experience as a cook at a university / HEIs Desirable:	1. To cook at assigned University premises of VC Residence / Registrar's residence and Guest House. 2. To maintain proper food hygiene and cleanliness of the assigned area.



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			Experience in cooking and catering.	3. To assist in university events at lunch and dinner.
14.	Gardener-cum-Attendant Pay Scale : Level 01: Rs. 18,000 – 56,900	04 (01UR, 01OBC, 01ST, 1SC)	Essential: Must have passed Tenth standard. Desirable: Must be hard working. Two years work experience as gardener.	1. To manage garden and landscaping work. 2. To undertake pruning and trimming of trees / hedges and other plants in the campus. 3. To undertake horticulture activities. 4. To maintain garden equipments and accessories.

Essential conditions:-

1. Interested candidates are required to apply online at www.hnlul.ac.in in the prescribed format.
2. The Last date for submission of completed Application forms is **18th November 2022 up to 5:00 P.M.**
3. **Application Fees shall be as follows:**

S No.	Group	General / OBC	SC / ST
1.	Group-A	Rs. 1000/-	Rs.500/-
2.	Group-B	Rs.800/-	Rs. 400/-
3.	Group-C	Rs.500/-	Rs.250/-

Mode of Payment:

Account Holder's Name - Registrar, Hidayatullah National Law University
Bank Name and Branch - State Bank of India, Indravati Bhawan Branch
Account Number - 41394244908
Account Type - Saving Account
IFSC Code - SBIN0018097

4. Preference shall be given to the candidates having working experience in any National Level Higher Educational Institution.
5. The Candidates are required to provide documentary proof in support of all the statements/claims (qualification, age, caste etc.) made by them in their application forms, failing which the application may be rejected at the threshold.
6. The Candidates who are employed need to submit a '**No-Objection Certificate**' and an '**Experience Certificate**' from the employer clearly indicating the nature of post(s) held, duration, and last drawn salary along with the pay-scale, if any. HNLU employees are exempted from this clause.
7. The Candidates, who want to apply for more than one position, must send separate applications and application fee for each post.
8. The University is a residential University and requires the employees to reside in the University unless exempted on valid grounds by the authorities.



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9. **The reserved category posts of OBC/SC/ST are meant for Chhattisgarh Domicile candidates only.** The OBC/SC/ST candidates who belong to other States of the country shall be treated as Unreserved Candidates as per Chhattisgarh Government Reservation Rules and need to pay the fee prescribed for unreserved candidates.
10. The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process.
11. The University shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/ clandestine antecedents and has suppressed the said information, then her/his service shall be terminated.
12. The candidates are required to apply online on <www.hnlul.ac.in>. The candidates will receive a soft copy of the application form so submitted on their registered email id.
13. Candidates having any technical difficulties or other difficulties may contact recruitment2022@hnlul.ac.in.
14. The interviews / tests will be conducted either in physical or in online mode. In physical mode, the candidates have to bear the travel cost and make own arrangements of stay.
15. Further details, change in dates, schedule, addendum, corrigendum etc. pertaining to this appointment notification, if any, will be notified on University's website only.
16. The age of a person at the time of appointment to the service of the University should not be less than 18 years and ordinarily not more than 40 years in respect of administrative and ministerial staff and not more than 60 years in respect of officers. However, there is no age limit to those who are already working in the University.
17. In case of strongly deserving external candidate(s) the Selection Committee can recommend to the Executive Council to relax age limit whenever it considers necessary in the interest of the University.
18. In case of non-availability of suitable candidates, retired officers can also be considered on contractual basis.

NOTWITHSTANDING ANYTHING CONTAINED ABOVE:

- a) The University reserves all rights to increase/decrease the number of posts as per applicable law on the seat matrix/reservation at the time of interviews or selection.
- b) The University also reserves the right to not to fill any post(s) under any category
- c) The University also reserves all rights to cancel this advertisement without assigning any reason.

REGISTRAR