



**HIDAYATULLAH
NATIONAL LAW UNIVERSITY**
Sector 40, Atal Nagar, Nava Raipur, Raipur – 493661, Chhattisgarh

No. HNLU/3/2026

Date: 02-06-2026

Recruitment Notification-3/2026

Hidayatullah National Law University (HNLU), Raipur invites applications for the contractual position of **Documentation Officer** for two projects, namely HNLU Lawyers Fellowship Programme (“विधि सारथी – Justice Connect”) and H-CLAP: HNLU Continuous Legal Education & Advancement Programme.

Name of the Position	Documentation Officer
Number of Post	01
Monthly Remuneration (Fixed pay)	Rs. 35,000/-
Essential Qualifications	<ul style="list-style-type: none">● Bachelor’s degree in any discipline● Knowledge of Computer Applications and digital documentation systems● Proficiency in reading/writing in Hindi and English
Desirable Qualifications	<ul style="list-style-type: none">● Post Graduate Diploma in Computer Applications (PGDCA) or equivalent qualification● Proficiency in drafting and report writing skills● Familiarity with documentation, reporting, database management, or office administration practices● Working knowledge of MS Office, spreadsheets, digital record management, and online communication tools
Essential Experience	<ul style="list-style-type: none">● 1-2 years minimum experience in documentation, reporting, or administrative support● Ability to compile and organise information into structured reports and records● Experience in handling digital databases, communication records, or programme-related documentation

About the Fellowship Programme

The HNLU Lawyers Fellowship Programme is designed to promote access to justice and strengthen grassroots legal systems through deployment of trained young lawyers, supported by structured mentorship and continuous legal education.

About the Continuous Legal Education (CLE) Programme – HCLAP

The HNLU Continuous Legal Education (CLE) Programme under HCLAP is designed to strengthen the professional capacities of practicing lawyers through structured, practice-oriented learning. The programme focuses on enhancing litigation skills, legal reasoning, drafting, and courtroom effectiveness through sustained academic engagement and expert-led sessions. By combining periodic training, mentorship, and peer learning, the initiative seeks to build a cadre of competent and ethically grounded legal practitioners, thereby contributing to improved quality of legal services and more effective justice delivery at the grassroots level.

About the Role

The Documentation & Programme Support Officer will be responsible for systematic documentation, data management, reporting, and coordination of programme activities, outputs, and institutional outreach initiatives. The role also includes supporting digital record management, communication processes, and programme administration.

Key Responsibilities:

1. Documenting programme activities, meetings, field engagements, and institutional interventions
2. Preparing periodic reports, summaries, briefs, and programme updates
3. Maintaining structured digital databases, records, and documentation systems
4. Assisting in monitoring, data compilation, and programme review processes
5. Coordinating with Faculty In-charge, fellows, consultants, and relevant programme staff for timely collection and organisation of information
6. Providing support in digital documentation, data management, and computer-based administrative tasks.
7. Assisting in visibility, dissemination, and communication of programme outcomes
8. Performing any other duties as assigned by the University

Important notes:

1. The position is contractual in nature for a maximum period of 27 months/completion of the project and may be terminated by either side upon one month's notice or payment of one month's salary in lieu thereof.
2. The appointment will be given initially for a period of one year which shall be extended based on performance.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.
4. The selected candidate will be based at HNLU Raipur, with periodic travel across districts in the state of Chhattisgarh.
5. No present employee of HNLU (Teaching/Non-Teaching) is eligible to apply.

General Information:

1. Based on availability campus accommodation may be provided on university rental basis.
2. The selected candidate will be required to travel for programme-related activities. TA/DA will be provided as per the project norms.
3. The University reserves the right to modify the selection process or criteria without prior notice.
4. Canvassing in any form may lead to disqualification.
5. Call letters shall be sent to the shortlisted candidates through email only.
6. Any addendum/corrigendum or updates relating to this recruitment shall be notified only on the University website.
7. In case of any dispute, the jurisdiction shall be Raipur, Chhattisgarh.

How to Apply:

- Applications shall be accepted through online mode only. The application link is available on the University website (www.hnlu.ac.in). Applications submitted through any other mode shall be summarily rejected.
- Candidates will be required to upload:
 - Latest Curriculum Vitae (CV) not exceeding 3 pages in **PDF format only**.
 - Statement of Purpose (approximately 300 words) outlining the suitability of the candidate for the position.
- Last date of receipt of applications will be **11th June 2026, 5:00 PM**.
- Candidates are advised to regularly check their registered email ID and visit the University website for further information.
- For any queries, mail to cclslg@hnlu.ac.in

s/d
Registrar (I/c)