



THE NATIONAL LAW INSTITUTE UNIVERSITY
KERWA DAM ROAD, BHOPAL- 462044 (M.P)

RECRUITMENT NOTIFICATION – 1/2023

Date:08-02-2023

APPLICATIONS ARE INVITED IN THE PRESCRIBED FORM FOR THE FOLLOWING POSITIONS:

1. Associate Professor of Law - 2 Posts
(with specialization in Environmental Law / Criminal Law / Constitutional Law)
2. Finance Officer - 1 Post

For the Academic Positions, qualifications and other conditions are as per UGC Regulations, 2018. Appointment shall be made on regular basis. Pay fixation shall be made as per minimum respective Academic Pay Level defined by the 7th Pay commission notified by the University Grants Commission and other allowance as per University rules and regulations.

For the Position of Finance Officer, Minimum qualification is 1) A commerce graduate with degree / diploma in Finance / Financial Management with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. 2) At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, preferably in financial administration.

Or

Comparable experience in research establishment and/or other institutions of higher education

Or

Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar

Desirable- A Chartered or Cost Accountant degree or diploma.

Experience: Proven working experience as a financial controller, 15 plus years of overall combined accounting and finance experience. Relevant experience of working in an educational institution or non-profit organization is desirable.

Appointment of Finance Officer shall be for a period of 5 year in the pay level 14 as per 7th CPC.

General Instructions:

The last date for submission of duly filled in application form is 1st March, 2023 up to 5:00pm. Only shortlisted candidates will be called for the interview.

Separate Application in the prescribed form must be submitted for each post. A Demand Draft of ₹1,000/- (₹500/- for ST/SC Candidates), non-refundable, drawn in favour of the “**Director, NLIU, Bhopal**” payable at Bhopal must be enclosed with the application form. **The NLIU reserves the right not to fill any or all the posts indicated above.**

Soft copies of duly filled in applications may be sent to recruitment@nliu.ac.in and hard copies to be sent by post to the Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462 044 .

For application form and other details please visit www.nliu.ac.in.

Registrar

A. For Associate Professors of Law

Essential Qualification:

- A. (i) A good academic record, with a Ph.D. Degree in the concerned / allied / relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale. wherever the grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry with a minimum of seven publications in the peer—reviewed or UGC—listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 of UGC 2018 Regulation.

Desirable Qualifications:

1. Law teachers with additional Post Graduate Degree(s) in Technology, Social Sciences would be given preference.
2. Experience of organizing conference / seminar / workshops / Training
3. Experience of participating in conference / seminar / workshops as a resource person.
4. Scholarship / Fellowship received.
5. Experience of attending international conference / seminar / workshops.
6. Involvement in the corporate life of the institution.

B. For Finance Officer

Finance Officer		
S. No.	Particular	Essential Eligibility Conditions
1.	Name of the Post	Finance Officer
2.	No. of Posts	1 (One)
3.	Classification	Group A
4.	Minimum Scale of Pay	Level 14
5.	Whether Selection Post or Non-selection Post	Selection Post
6.	Maximum Age for Direct Recruitment on the last date of filling application	57 Years
7.	Appointing Authority	Executive Council on the recommendation of the duly constituted Selection Committee
8.	Educational and other qualifications	<p>1) A commerce graduate with degree / diploma in Finance / Financial Management with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, preferably in financial administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar</p> <p><u>Desirable-</u> A Chartered or Cost Accountant degree or diploma.</p> <p>Experience: Proven working experience as a financial controller, 15 plus years of overall combined accounting and finance experience. Relevant experience of working in an educational institution or non-profit organization is desirable.</p>
9	Period of probation, if any	Not Applicable
10.	Term of Appointment	5 Years on tenure basis
11.	Age of Superannuation and Other conditions of service	As per the provisions of the Act, Statutes and Regulations of the University

Job Description:

Stream lining and managing the entire financial functions, banking and accounting operations of the University.

Budget preparation, monitoring and control, timely preparation and finalization of accounts, taxation and all other statutory compliances, co-ordination with internal and external auditors

General Conditions and other Details

1. One application form should be filled for one post only. If a candidate is interested in making application for more than one post, he/she shall submit separate application forms for different posts and must enclose separate Demand Draft with different applications.
2. The application must be submitted strictly in the application form as prescribed and uploaded on the NLIU website. However, the candidates may use extra sheet of papers if required. But, in no case the order of entries of the application should be disturbed.
3. Duly filled in application form along with details of transaction must reach on or before 5 p.m on 01-03-2023 to the office of the Registrar at the National Law Institute University, Kerwa Dam Road, Bhopal - 462044.
4. Short listed candidates will be required to appear for an interview (before the Selection Committee) on the date and time fixed by NLIU.
5. Self attested copies of:
 - Mark Sheets of all the examinations of 10th to PG level, shall be attached with the application form by all the applicants.
 - Certificates of Date of Birth and Cast Certificate (if applicable) shall be attached with the application form by all the applicants.
 - UGC NET / SLET certificate shall be attached with the application form for the posts of Associate Professor, if available.
 - Certificate of work experience.
6. Incomplete application form shall be summarily rejected.
7. Terms and conditions of employment shall be governed by the rules and regulations of the National Law Institute University, Bhopal.