

## NATIONAL LAW UNIVERSITY, JODHPUR

### CALL FOR APPLICATIONS: CLERICAL STAFF (PROJECT PRISM)

National Law University (NLU), Jodhpur, invites applications for the recruitment of one (01) Clerical Personnel on a contractual basis under **Project PRISM**. This initiative, supported by the Azim Premji Philanthropic Initiatives, aims to provide quality socio-legal support and legal aid to undertrial prisoners in Jaipur and Jodhpur.

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#### Position Details

**Vacancies:** 01 (Jodhpur)

**Duration:** Up to 3 years (Renewed annually based on performance).

**Remuneration:** INR 20,000 per month.

*Note: Monthly payment is subject to the submission of a work report to the Program Director and Additional Program Director.*

#### Key Responsibilities

- Organise and maintain a rigorous filing system for all project documents, including case files, legal applications, and reports.
- Accurate entry of case details into the project database and ensuring all physical documents are scanned and archived securely.
- Assist the legal team by maintaining a calendar of important dates, such as court hearings, filing deadlines, and report submissions.
- Handle incoming and outgoing project mail, ensuring that communication between the college, legal counsel, and correctional facilities is logged and routed correctly.
- Coordinate logistics for project meetings, take minutes, and ensure that action items are filed and shared with the relevant team members.

#### Eligibility Criteria

- **Qualification:** Graduate in any discipline from a recognized university.
- **Language:** Proficiency in Hindi/Marwari and English (Reading, Writing, and Speaking).
- **Tech Skills:** Proficiency in MS Office, data management, printing, filling, and email.

## **Selection Process**

- Personal Interview for shortlisted candidates after receipt of applications.

Note: *NLU Jodhpur reserves the right to modify the terms and conditions of the recruitment process without prior notice.*

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## **How to Apply**

Interested candidates must submit their **Resume** and a **Statement of Purpose (SOP)** (max 700 words) via email.

- **Email to:** projectprism@nlujodhpur.ac.in
  - **Subject Line:** “Application for Clerical Personnel (Contractual) – Project PRISM”
  - **Deadline:** Applications must be received via email by **25<sup>th</sup> April (23:59 Hrs), 2026.**
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**Note:** NLU Jodhpur is an equal opportunity employer. The university reserves the right to conduct interviews and/or not fill the positions. No TA/DA will be provided for attending the selection process.

**Registrar, NLU Jodhpur**