

NATIONAL LAW UNIVERSITY, JODHPUR

CALL FOR APPLICATIONS: ACCOUNTING STAFF (PROJECT PRISM)

National Law University (NLU), Jodhpur, invites applications for the recruitment of one (01) Accounting 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.

Position Details

Vacancies: 01 (Jodhpur)

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

Remuneration: INR 30,000 per month.

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

Key Responsibilities

- Ensuring every expenditure strictly follows donor guidelines and college policies.
- Maintain real-time logs of project expenses based on the approved project budget.
- Supporting undertrial prisoners through socio-legal interventions at pre-trial and trial stages.
- Ensuring availability of receipts for all transactions to prepare filing for audits.
- Prepare transparent, high-quality financial reports.
- Work closely with the project coordinator and legal director to manage reimbursements and expenses.

Eligibility Criteria

- **Qualification:** Bachelor of Commerce (B.Com.) from a recognized university.
- **Experience:** Minimum **two years** of working as a full-time accountant.
- **Language:** Proficiency in Hindi/Marwari and English (Reading, Writing, and Speaking).
- **Tech Skills:** Proficiency in Tally, other accounting softwares, MS Office, 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.*

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 Accounting Personnel (Contractual) – Project PRISM”
 - **Deadline:** Applications must be received via email by **25th 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