



**THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES
(NUALS)**

No. NUALS/ADMN/EST/A 3/1580 /Off.Asst.(Con) /2024

Dated 24-08-2024

NOTIFICATION OF VACANCY

**Name of the post: OFFICE ASSISTANT (On Contract basis)
(From retired hands)**

Applications are invited from qualified and well experienced retired hands from the University Services in Kerala for the post of OFFICE ASSISTANT (ON CONTRACT BASIS) in the National University of Advanced Legal Studies (NUALS), Kochi, for handling the works in the General Administration and Establishment section.

Qualifications:

Essential:

- i) A Bachelors' Degree in any discipline.
- ii) Working Experience in any Universities in Kerala.
- ii) Working knowledge of Computer

No. of vacancies : 1 (One).
Duration of the vacancy : One Year.

Consolidated monthly Remuneration: Rs.40,000/- (Rupees Forty thousand only).

How to apply: Application forms can be downloaded from the University website "www.nuals.ac.in" and are to be submitted, along with the self-attested copies of all relevant documents regarding age, date of birth, community, qualifications and experience.

Registration Fees: Rs.500/- (Rupees Five Hundred only) for General category and Rs.250/- (Rupees Two hundred and fifty only) for candidates belonging to the SC/ST.

Mode of payment of Registration Fee: The Registration fee is to be paid by way of Demand Draft, drawn in favour of "The Registrar, The National University of Advanced Legal Studies" & payable at Ernakulam.

Last date for receipt of Applications: The filled in applications, with copies of all the relevant documents along with the Demand Draft for the registration fee remitted, are to reach The Registrar, The National University of Advanced Legal Studies, HMT (P.O.), Kalamassery, Kerala - 683 503, on or before 12-09-2024.

REGISTRAR



THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES (NUALS)

NUALS Campus, HMT Colony P.O., Kalamassery, Kochi – 683 503, Kerala

Ph: 0484 2555990, 9446899006, 9446899034

registrar@nuals.ac.in Website: www.nuals.ac.in

PHOTO

APPLICATION FOR THE POST OF OFFICE ASSISTANT (ON CONTRACT BASIS)

1.	Name in full (IN BLOCK LETTERS)				
2.	Full Address to which Communications are to be sent.				
3.	(a) Age				
	(b) Date of Birth				
4.	Email and Mobile Number				
5.	Religion & Community (Indicate whether belonging to SC/ST)				
6.	Qualifications: (Attach Self attested copies)				
	Name of Examination passed	Name of Board/University	Year of passing	Division with % of Marks.	Percentage of marks
	Computer knowledge (Details of Courses, if any)				

7	Full details of previous working experience in the General Administration and Establishment Section. (Attach proof)	
8	Additional experience in other Sections, if any.	
9	List of enclosures	
10	Details of Fee Paid	

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. I agree to bind myself to the conditions of service of the National University of Advanced Legal Studies that may be drawn up from time to time.

Place:

Signature of the applicant:

Date:

Name:

(IN BLOCK LETTERS)