



DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

(Estd. under Govt of A.P. Act No. 32 of 2008)

Plot No. 116, Sector-11, MVP Colony, Visakhapatnam-530017

Ph: 0891-2529952, Fax: 0891-2502369

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Advt No. DSNLU/NTS-01/2014

NON-TEACHING POSTS

Sl.#	Name of the Post	Reservation	Roster Point
1.	Deputy Registrar	01-OC(W) 02-SC(W)	01 02
2.	Assistant Registrar(Administration)-01 Assistant Registrar(Finance)-01	01-OC(W) 02-SC(W)	01 02
3.	Assistant Executive Engineer	01- OC	Unreserved
4.	Personal Secretaries	01-OC(W) 02-SC(W) 03-OC	01 02 03
5.	Accounts Officer	01- OC	Unreserved
6.	Junior Accounts Officer	01- OC	Unreserved
7.	Deputy Librarian	01- OC	Unreserved
8.	Assistant Librarian	01- OC	Unreserved
9.	Physical Director	01- OC	Unreserved

The prescribed application along with details can be downloaded from University website: www.dsnlu.ac.in. Filled in application form along with a Demand Draft of **Rs. 500/- (Rupees Five hundred only)** towards registration fee drawn in favor of 'The Registrar, Damodaram Sanjivayya National Law University' payable at Visakhapatnam and the same should be sent to: **The Registrar, Damodaram Sanjivayya National Law University, Plot No. 116, Sector – XI, MVP Colony, Visakhapatnam – 530 017, Andhra Pradesh.**

The last Date for receipt of duly filled-in application along with application fee is 17-02-2014.

For further details please visit our website: www.dsnlu.ac.in

Note:

"Every effort would be made by DSNLU to recruit 'Women' candidates against the slot earmarked for them in the running roster. But, however, wherever it is not feasible or desirable to recruit 'Women' candidates, the DSNLU will have the liberty to **recruit male candidate(s)** and the next relevant slot will be reserved for 'Women'."

Date: 18-01-2014

Visakhapatnam

Sd/-

REGISTRAR

ESSENTIAL AND DESIRABLE QUALIFICATIONS:**DEPUTY REGISTRAR (21820-48160-A.P. State 2010 Scale of Pay)****Essential:**

1. Minimum of 2nd Class Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale (5% relaxation in marks for SC/ST/Persons with Disabilities category)

OR

Comparable experience in Research Establishments and/or other Institutions of Higher Education

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post

Desirable:

1. Experience in University administration and familiarity with the working of University bodies and institutions.
2. Thorough knowledge of service matters, accounts, academic and examinations.
3. MBA or LL.B.

AGE LIMIT: 40 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting / noting skills in English, conversant with the office procedure and capable to moot proposals independently.
2. Should be able to participate in discussions with senior functionaries and Academicians.
3. He is expected to handle one or more functions independently related to Educational Administration /General Administration / Establishment / HR / Legal.
4. All the candidates for direct recruitment will be required to appear for an interview to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in interview.
5. Should possess working knowledge of computers.

ASSISTANT REGISTRAR (Administration) (18030-43600-A.P. State 2010 Scale of Pay)**Essential:**

Minimum of 2nd Class Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record (5% relaxation in marks for SC / ST / Persons with Disabilities category).

Desirable:

1. At least three years experience in supervisory or equivalent cadre in a Group 'B' post in a government / private department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
2. LL.B or MBA / MCA.

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to General Administration/ Academic Administration / Examinations/ / Establishment / HR / Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. Should possess working knowledge of computers.

ASSISTANT REGISTRAR (Finance) (18030-43600-A.P. State 2010 Scale of Pay)**Essential:**

Minimum of 2nd Class Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record (5% relaxation in marks for SC / ST / Persons with Disabilities category).

Desirable:

1. At least three years experience in supervisory or equivalent cadre in a Group 'B' post in a government / private department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
2. MCom, MBA (Finance)/ MFA or CA/ICWA/CS
3. LL.B

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to General Administration//Purchase/ Budget, Accounts & Finance/Project Management.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. 4. All the direct recruits should possess working knowledge of computers.
4. Should possess working knowledge of computers.

.ASSISTANT EXECUTIVE ENGINEER (16150-42590-A.P. State 2010 Scale of Pay)**Essential:**

Must be a 1st Class graduate in Engineering (Civil/ Mechanical / Electrical/ Electronics/ Computer Science and Systems Engineering) from any University in Indian established or incorporated by or under Central Act, Provincial Act or a State Act or an institution recognised by the University Grants Commission or an equivalent qualification.

Desirable:

1. M.Tech in any branch of Engineering.
2. Campus Projects Management with a minimum experience of 5 years in construction and supervision as on the date of advertisement

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and technical knowledge; the selection being based on the performance of the candidates in written test and interview.

PERSONAL SECRETARIES (18030-43600-A.P. State 2010 Scale of Pay)**Essential:**

1. Minimum of 2nd Class Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record (5% relaxation in marks for SC / ST / Persons with Disabilities category).
2. Stenography (higher) and computer skills with programming.

Desirable:

1. At least three years experience in a similar position or equivalent cadre in a Group 'B' post in a government / private department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities / Secretarial skills.
2. LL.B or MBA / MCA or CA/ICWA/CS.

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He/ She is expected to have knowledge of University Administration/Examinations/ Accounts and Legal matters.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. Should possess working knowledge of computers.

ACCOUNTS OFFICER (18030-43600-A.P. State 2010 Scale of Pay)**Essential:**

Applicants must possess any one of the following qualifications (i) a qualified chartered accountant; or (ii) a qualified company secretary; or (iii) a qualified cost and works accountant; or (iv) 2nd Class M.Com (Master of commerce).

Or

Master's degree in Accounts or Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record (5% relaxation in marks for SC / ST / Persons with Disabilities category).

Desirable:

1. At least three years experience in supervisory or equivalent cadre in a Group 'B' post in a government / private department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
2. LL.B or MBA (Finance)/ MFA or CA/ICWA/CS

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to General Administration/Purchase / Accounts & Finance/Project Management/ Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. Should possess working knowledge of computers.

Jr. ACCOUNTS OFFICER (14860-39540-A.P. State 2010 Scale of Pay)**Essential:**

Minimum of 2nd Class Master's degree in Accounts or Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record (5% relaxation in marks for SC / ST / Persons with Disabilities category).

Desirable:

1. At least two years experience in supervisory or equivalent cadre in a Group 'B' post in a government / private department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
2. LL.B or MBA (Finance)/ MFA or CA/ICWA/CS

AGE LIMIT: 30 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Purchase / Accounts & Finance/Project Management/ Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. Should possess working knowledge of computers.

Dy. LIBRARIAN (14860-39540-A.P. State 2010 Scale of Pay)**Essential:**

1. Minimum of 2nd Class Master's Degree in any subject with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
2. Five years experience as an Assistant Librarian in a University / College Librarian.
3. Evidence of Innovative Library Services and professional commitment.
4. Experience in computerization of Library OR Good working knowledge of computer applications.

Desirable:

1. M.LiSc
2. Manuscript- Keeping / Computerization of Library.
3. Thorough knowledge of indenting, procurement and book keeping.

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

ASSISTANT LIBRARIAN (10900-31550-A.P. State 2010 Scale of Pay)**Essential:**

1. Bachelor's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
2. Three years experience as an Librarian Assistant /College Librarian.
3. Evidence of Innovative Library Services and professional commitment.
4. Experience in computerization of Library OR Good working knowledge of computer applications.

Desirable:

1. MLisc
2. Thorough knowledge of indenting, book keeping and procurement.

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.

PHYSICAL DIRECTOR (13660-38570-A.P. State 2010 Scale of Pay)**Essential:**

1. A Bachelor's Degree in Physical Education with at least 55% marks or (an equivalent grade in appoint scale wherever grading system is followed); and
2. Any other stipulation prescribed by the UGC/such other affiliating body / State Government from time to time for the position.

Desirable:

1. M.PEd and / or NIS certification
2. Experience in organizing sports events and games at inter collegiate / Interuniversity level. Contribution to all round development of Students.
- 3.

AGE LIMIT: 35 YEARS. The Vice-Chancellor shall have the discretion to relax or waive the upper age limit to the extent of 5 years in the interest of the University work.