



THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES

(NUALS)

No.NUALS/ADMN/EST/A 3 /MIS/2021

Dated 20 - 12- 2021

NOTIFICATION

Sub: Notification for filling the Ad hoc post of Multi Information System Assistant –MIS Assistant (On Contract) – Reg

Applications are invited in the prescribed format for selection as **Multi Information System Assistant (M I S Assistant)**, in the National University of Advanced Legal Studies on **Contract Basis**. The candidates should have excellent competency in handling the computer based work. The engagement will be attached to the office of the Registrar of the University.

The post notified is ad hoc in nature and purely on temporary basis and on contract and initially for a period of one year.

Minimum Qualifications:

- 1) A Bachelor's Degree in any Discipline,
- 2) Proficiency in Computer, (M S Office, with typing speed of 35 words a minute (English) and proficiency in Advanced Excel)
- 3) Experience in Secretarial Practice.

Desirable

Administrative experience in Government/Quasi-Government /PSU Desirable.

Age limit: 36 Years, with usual relaxation in age limit for candidates belonging to SC/ST, Other backward Communities and other eligible groups.

Salary: Consolidated monthly remuneration with a pay range of Rs 40,000-50,000.

Term of engagement: Initially for a period of one year, which may be renewed, based on appraisals.

(Continued)

Application Fee :Rs 1000/- (for General candidates and Rs 500/-for SC/ST candidates) (to be remitted by way of Demand Draft .)

How to apply:

Application forms can be downloaded from the NUALS' Website www.nuals.ac.in and are to be submitted to the “ Registrar , National University of Advanced Legal Studies (NUALS), H M T (PO), Kalamassery- 683 503 , along with self - attested copies of the documents regarding qualifications ,experience etc .and application fee remitted by way of **Demand Draft drawn in favour of the ‘Registrar , NUALS’ , payable at Ernakulam .**

Last Date for Receipt of Applications:

The applications are to reach the Office of the Registrar , NUALS, HMT Colony (PO), Kalamasserry 683503 , on before 5 PM on 31 -12-2021 .

Sd/-

REGISTRAR