

NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
HAJO ROAD, AMINGAON, GUWAHATI-781031

Advertisement No. NLUJAA/RO/IPR CHAIR/2020

Date: 14-03-2022

National Law University and Judicial Academy, Assam invites applications for engagement on contractual basis for (i) Office Assistant cum Data Entry Operator and (ii) Field Assistant for DPIIT CHAIR on Intellectual Property Rights (IPR) under the Scheme for Pedagogy & Research in IPRs for Holistic Education & Academia (SPRIHA). The position is initially for a period of one year, beginning 01 April 2022 to 31 March 2023. The services may further be extended depending upon the performance of the candidate and the extension of the IPR Chair.

About the IPR Chair:

The Chair on IPR at NLUJA, Assam was instituted by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India with the vision to facilitate Intellectual Property Education and Research. The overall objectives of the IPR Chair are laid out in the Scheme for Pedagogy & Research in IPRs for Holistic Education & Academia (SPRIHA).

II) OFFICE ASSISTANT –cum- DATA ENTRY OPERATOR (1 No.):

Job responsibility: The Office Assistant will be responsible for upkeep of day-to-day files in the office of the IPR Chair and do data entry work and support the IPR Chair in all works as assigned including record-maintenance etc.

Qualification: Candidates holding a graduate degree and capable of discharging responsibilities of a data entry operator, slide making tools etc.

Compensation: Remuneration @ Rs. 12,500/- per month.

III) FIELD ASSISTANT (1 No.):

Job responsibility: The Field Assistant is to provide support to IPR Chair in undertaking field work, data collection, data analysis etc.

Qualification: Candidates holding a graduate degree in any field.

Compensation: Remuneration @ Rs. 8000/- per month.

How to Apply:

Application Process: Interested candidates may submit their application on or before **29-03-2022** by email with subject-line as “APPLICATION FOR THE POST OF” with the following relevant documents to **iprchair@nluassam.ac.in** :

- i) CV
- ii) A statement of purpose (SoP), explaining the candidate’s interest in working with the IPR Chair (Max: 500 words)

All the supporting documents, including the candidate’s resume, in a scanned format, pertaining to the applied post shall be enclosed as an Attachment File in either a Word or PDF format. All communications would be through the candidate’s email only. Those in employment must submit a “No Objection Certificate” from the concerned employer, in a Scanned-format. The suitable candidate would be selected on merit basis by the selection committee of the University.

General Instructions:

1. Reading, Writing and Speaking of Assamese Language and English are compulsory to qualify for any of these advertised jobs.
2. No TA/DA will be paid to candidates attending the interview
3. The University reserves the right to reject applications/terminate the service of the incumbent at any point of time.
4. Applicants must be skilled in the usage of computer.
5. Only such candidates, who will be able to join the post immediately, are advised to apply.
6. The selected candidates would be informed over telephone, email etc., and so they are advised to mention their correct contact telephone number, email Id etc., in their resume.
7. The University reserves the right to withdraw the advertised posts at any time.
8. The University reserves the right to conduct interviews to fill the positions after an internal screening process.
9. The University may opt to conduct an Online interview through online applications like Google Meet etc., by contacting the applicant through the provided email.

Sd/-

Registrar,

NLUJA, Assam