

**National Law University Jodhpur invites applications for the post of JUNIOR ENGINEER (ELECT), SENIOR ASSISTANT (ACCOUNTS) AND ELECTRICIAN from the Retired Employees on contractual basis as per the following details:**

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**Name of the Position:** Junior Engineer (Electrical)

**Type of employment :** Contractual for one year (Full time) (extendable)

**Payable consolidated amount :** Negotiable

**Essential Qualifications / Eligibilities**

- i) Retired employees of JVVN Ltd or other reputed organisations.
- ii) Diploma or Degree in Electrical Engineering from a recognised University or Institute.

**Desirable Experience**

- i) Three years' experience in Planning, Execution & Maintenance of Electrical Engineering works in a reputed organisation, preferably in Higher Educational Organisation.
- ii) Knowledge of computer aided design.

**Job Description**

- Preparation/ Planning/ Checking of Preliminary/ detailed estimates for works of construction/ maintenance of buildings, External services and reconciliation.
  - Preparation/ checking/verification of Bills, Valuation reports of buildings, Remedial measures, Preparation/examining NIT.
  - Maintaining of records of Assets of university, details of latest fittings cables schedule, layout sketches also as calculation of cable routes, locations of DBs., Switch boards etc., efficient running of E/M installations, maintenance of log-sheet, etc.,
  - Complaint management, supervision of electricians, power back up arrangements, solar power maintenance etc.,
  - Any other job as assigned by higher authority.
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**Name of the Position:** SENIOR ASSISTANT(ACCOUNTS)

**Type of employment:** Contractual for one year (Full time) (extendable)

**Payable consolidated amount:** Negotiable

**Essential Qualifications/ Eligibilities**

- i) Retired employees of Central/State Govt or other reputed organisations.
- ii) Degree in Commerce from a recognised University or Institute.

**Desirable Experience**

- i) At least Five years' experience in accounts works in a reputed organisation, preferably in Higher Educational Institute.
- ii) Knowledge of computer.
- iii) Knowledge of GFR 2017, other government rules and regulations.

**Job Description**

- Process of various files in accounts section.
  - Preparation/checking of bills for payment/salary.
  - Preparation, maintenance and updating the records of account section.
  - Preparation of various letters/reply.
  - Maintenance of budget related matter.
  - Preparation and maintenance of purchase related records.
  - Any other work as assigned by the university authorities.
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**Name of the Position:** Electrician - Two

**Type of employment :** Contractual for one year (Full time) (extendable)

**Payable consolidated amount :** Negotiable

**Essential Qualifications / Eligibilities**

i) Retired employees of JVVN Ltd or other reputed organisations.

ii) 10<sup>th</sup> Pass, ITI Certificate in Electrical

**Desirable Experience**

i) Three years' experience in relevant field.

**Job Description**

- Maintenance of 11 KV Line, L.T. Line, Distribution Transformers of breaker and equipments.
- Maintenance of fan, light, electrical wiring, switches, socket, road light etc.
- Any other job as assigned by higher authority.

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**Other Terms & conditions for all above positions:**

- Only short-listed candidates will be called for Interview.
- The Ex-Servicemen will be paid the salary as per rates prescribed by the REXCO.
- The intending candidates are required to apply online using the online link, latest by .....(date).
- The applicant must upload the proof of essential qualification and experience, otherwise, his/her candidature shall stand cancelled.
- Only mode of communication shall be emails. For any further updates, please visit University website regularly, no separate communication will be made to the candidates. Only successful candidates shall be informed regarding the final selection.
- The eligibility of the candidate in terms of qualifications / experience, etc. shall be considered as on the last date of the application.
- The University reserves the right to restrict the number of candidates for the interaction/ interview to a reasonable limit on the basis of qualifications/marks, level and relevance of experience higher than the minimum qualified in the qualifications, level and relevance of experience higher than the minimum qualified in the advertisement and other academic achievements. The University also reserves the right of rejecting any or all the applications without assigning any reason thereby.

- Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/ University/ Institute.
- Candidates should satisfy themselves, before applying to the post that they possess at least the minimum essential qualifications, knowledge, and experience as laid down in the advertisement.
- The Candidate will have to produce his/her valid Photo Identity Proof and all his/her original certificates in proof of the educational qualifications and the experience claimed in the application at the time of interview. He/She shall bring duly signed / self-attested copies of application form and photo copies of qualifications/experience certificates.
- No TA/DA will be paid to the candidates appearing for the Interview and to the selected candidate to join the post.
- The University reserves the right to review the rate of remuneration from time to time and alter the duty hours at its discretion in case it becomes expedient to suit administrative and operational requirements.
- Canvassing in any form will be treated as a disqualification.

REGISTRAR