



PROJECT 39A
EQUAL JUSTICE
EQUAL OPPORTUNITY

**NATIONAL LAW UNIVERSITY, DELHI
PROJECT 39A**

February 28, 2024

Call for Applications - Administrative Assistant

The National Law University Delhi ('University') through Project 39A is seeking to engage, on a contractual basis, a full time **Administrative Assistant** at its campus in Dwarka, New Delhi. The contract will be for one year initially and may be extended on an annual basis at the discretion of the University. Please note that there is no possibility of permanent employment with the University through this role.

About Project 39A: Project 39A draws inspiration from Article 39-A in the Indian Constitution on equal justice and signals the broadening of our work on the criminal justice system in India. We undertake litigation, research and outreach relating to forensics, torture, legal aid, mental health and criminal justice, and death penalty (for more information, visit www.project39a.com).

Role: The role requires supporting the administrative and finance teams at Project 39A, and working closely with the University administration.

Responsibilities:

While reporting to the Office Administrator and the Finance Coordinator, the Administrative Assistant shall undertake the following tasks:

1. General office maintenance and upkeep.
2. Supervision of housekeeping staff.
3. Responsible for office pantry purchases.
4. Assistance in filing and digitizing documents.
5. Assistance in office library record management.
6. Maintain office register as per University guidelines.
7. Maintenance of travel records according to applicable University guidelines.
8. Assistance with all aspects of travel management.
9. Coordination on tender processes.
10. Any other administrative and accounting work that may be necessary as part of the programme's activities.

Qualifications:

- Graduate/ Postgraduate Degree in Management/Commerce/Human Resources.
- At least two (2) years of administrative work experience.
- Proficiency in written and spoken English is mandatory.

- Proficiency in written and spoken Hindi is preferable. Ability to read/ write/ speak any other Indian regional language will be an advantage.
- Familiarity with software like Microsoft Office (Word, Excel, PowerPoint), and G-Suite will be a strong advantage.

Compensation: Remuneration will be between Rs.35,000/- to Rs.38,000/- per month or commensurate with qualifications and experience.

Application Process: Applicants must submit their CV and a cover letter (explaining their relevant experience and interest in this position). Shortlisted candidates will be called for further rounds of the selection process in Delhi. Expenses incurred for this travel will not be reimbursed.

Applications and documents will be accepted **only** through the online form that can be accessed at: <https://project39a.com/administrative-assistant-february-2024>

Incomplete applications or applications sent by email will not be accepted.

Deadline: Applications must reach us by midnight of **March 27, 2024**, after which the applications will not be accepted.

Note:

1. National Law University Delhi is an equal opportunity employer.
2. Project 39A ensures access to legal representation for prisoners regardless of the offence.
3. National Law University Delhi reserves the right to conduct interviews and not fill these positions or vary the number of positions vacant for this call.
4. National Law University Delhi is unable to cover the costs of attending interviews.
5. This is not an advertisement for regular government employment.
6. Only shortlisted candidates will be contacted via email. If you do not hear from us within Four (4) weeks after the deadline, please assume that your application has not succeeded. Unfortunately, we cannot reply to individual queries about the status of applications.
7. National Law University Delhi reserves the right to conduct additional rounds of interviews or written tests.
8. For any queries, please contact us on 011-28032533.