



NLUM/9/Estt/Advt/2022/ 1569

Dated: 16<sup>th</sup> October 2025

### ADVERTISEMENT

The National Law University of Meghalaya, Shillong invites applications for the post of Deputy Registrar. The online application forms and details for the position can be accessed from the University Website at [www.nlumeg.ac.in](http://www.nlumeg.ac.in).

Online application forms will open on 17<sup>th</sup> October 2025 and close on 15<sup>th</sup> November 2025 midnight.

A handwritten signature in black ink, appearing to be 'A. J. S.', written over the printed name 'Registrar'.

Registrar

National Law University of Meghalaya



NLUM/9/Estt/Advt/2022/ 1569

Dated: 16<sup>th</sup> October 2025

**Detailed Advertisement for the Post of Deputy Registrar at the National Law University of Meghalaya.**

#	Name of Post	Deputy Registrar
1	Number of Posts	1 (One) (UR-1 - reserved for the applicants of state domicile)
2	Classification	Permanent
3	Group	Group "A"
4	Pay Level	Level 12
5	Pay Scale	<ul style="list-style-type: none"><li>As per 07<sup>th</sup> Central Pay Commission</li><li>Pay Protection will be applicable as per rules and if applied through proper channel</li></ul>
6	Age Limit	Not Exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	<b>Essential Qualifications:</b> <ul style="list-style-type: none"><li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li><li>Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>5 years of administrative experience as Assistant Registrar or in an Equivalent Post in Educational Institutes of Eminence / Central and State Universities/ University system / Research Institute / Central Government Departments/ State Government Departments/Autonomous Societies/ Organisations/ Multinational Companies (MNCs)/ Government of India Undertakings or Such administrative positions of equal or higher degree of responsibilities all in all taken together.</li></ul>
8	Domain Expertise	<ul style="list-style-type: none"><li>Experience / Exposure to IT based Finance &amp; Accounting / Audit / Academic /Academic Regulatory Processes/ Purchase &amp; Store / Establishment / Personnel &amp; HR</li></ul>



		<p>Services &amp; facilities Management will be preferred.</p> <ul style="list-style-type: none"><li>• Office planning and organising, building relationships with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.</li><li>• Exposure to office procedures like maintenance of Files, Noting, Drafting etc.</li><li>• Hands on Experience with ICT tools viz, Microsoft Applications, Google Applications, Online Web Applications, and Knowledge of ERP Applications.</li></ul>
9	<b>Period of Probation</b>	2 (Two) Years
10	<b>Reservation</b>	As per the “National Law University Act, 2022” and “National Law University of Meghalaya, Regulations with regards to Reservation, 2023 to the vacancies and seats in the National Law University of Meghalaya Regulations, 2023; Extent and Applicability” as amended from time to time
11	<b>Relaxation of the Criteria</b>	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

**Registrar**

**National Law University of Meghalaya**