

**DR. B. R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT**

(Established by the Haryana State Legislature Act No. 15 of 2012)

**Walk-in-Interview****Advertisement No. Deputation/07/2025**

The University invites interested eligible candidates **on deputation basis purely** as stop gap arrangement only from Government organizations/ autonomous bodies/Government University/ Government PSUs for the post of Clerk. They may appear for Walk-in-Interview along with supporting documents personally on **02.12.2025 at 03:00 PM**. The details of post given as under:

| Name of Post | No. of Post | Pay Level | Qualification                                                                                                       | Mode of appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------|-------------|-----------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk        | 05          | FPL-2     | Holding analogous posts on regular basis in Central/State University/Institute/ Central & State Govt. Deptt./ PSUs. | The posts are to be filled on deputation basis initially for one year as a stop gap arrangement only or till vacancies are filled on regular basis, whichever is earlier, from amongst the existing eligible regular employees working in Central/State Universities/Institutes/ Central & State Govt. Department/ PSUs. Further, extension of deputation beyond one year is subject to the satisfactory work & conduct report submitted by Controlling Branch head and approved by Competent Authority. |

  
**REGISTRAR**



## DR. B. R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT

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### General Terms & Conditions:

1. The vacancy shown in advertisement is indicative and may increase or decrease at the discretion of the University at any stage of selection. In case, no person found suitable by the selection Committee, University may not fill the post(s). The University reserves the right to withdraw the advertisement at any stage of selection process without assigning any reason thereof.
2. ***Interested applicants should apply through proper channel on the prescribed format attached at Annexure-A and produce NOC alongwith Vigilance Clearance Certificate from the present employer/Head of Department at the time of Walk-in-Interview.***
3. If large number of applications are received, only those candidates who are short listed on the basis of qualification, experience, tenure and level of services in the relevant field shall be considered for selection/ called for interview.
4. The required qualification and relevant experience etc. for eligibility shall be determined as on interview of receipt of application.
5. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to interview.
6. Application not submitted in prescribed format or incomplete in any respect shall be liable for rejection.
7. Officer/employee employed on deputation basis shall be paid salary as per University Foreign Service Rules and HCS Rules as applicable.
8. No TA & DA will be paid for attending the interview.
9. The venue of Walk-in-Interview shall be ***Smt. Sushma Swaraj Administrative Block, Dr. B.R. Ambedkar National Law University, Plot No. 05, Rajiv Gandhi Education City, Rai, Sonapat (Haryana)***
10. Applicants are required to report at the venue of interview at least one hour before the scheduled time.
11. No correspondence whatsoever shall be entertained from the candidates regarding conduct/ result of interview and the reason for not being called for interview.
12. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
13. The candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
14. Signed copy of application form along-with all supporting self-attested documents and original documents are required to be produced at the time of interview.

Sd/-  
Registrar


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**Advt. No. Deputation/07/2025**

1. Post applied for : .....
2. (a) Present post held (whether regular or : Post.....  
on deputation basis) Place of Posting .....  
Department .....
- (b) If presently on deputation, please indicate  
Designation of the post held in the parent  
Office/ cadre and scale of pay of that post  
alongwith the present basic pay in that  
grade : .....
3. Name of the Candidate in (Block Letters) : .....
4. Father's/Husband's Name (Block Letters): .....
5. Date of Birth : .....
6. Domicile : .....
7. Nationality : .....
8. Marital Status : .....
9. Present Address : .....  
.....
10. Permanent Address : .....  
.....
11. Category : .....
12. Aadhar Number of Applicant : .....
13. Contact No. : .....
14. Email I.D. (Block Letters) : .....

| Sr. No. | Examination Passed                         | Board/ University | Year of passing | % age of marks obtained | Division/ Class |
|---------|--------------------------------------------|-------------------|-----------------|-------------------------|-----------------|
| i.      | Matric/Hr. Sec.                            |                   |                 |                         |                 |
| ii.     | 10+2/Inter/Pre, Engg.                      |                   |                 |                         |                 |
| iii.    | B.A./B.Sc./B.Com./BA LLB/etc.              |                   |                 |                         |                 |
| iv.     | B.E./B. Tech/<br>B.Sc.(Engg.)/B.Arch./etc. |                   |                 |                         |                 |
| v.      | M.A. /(M.Sc./ M.Com/<br>MBA/LLM/ etc.      |                   |                 |                         |                 |
| vi.     | M.E./M.Tech./M.Arch./ etc.                 |                   |                 |                         |                 |
| vii.    | Any other                                  |                   |                 |                         |                 |

15. a) Specialization, if any : .....
16. Experience, in chronological order (self-attested copies of relevant certificates are to be attached):

| Sr. No. | Organization/ Department | Post held | Pay Scale | Basic pay | From | To | Total Experience | Remarks |
|---------|--------------------------|-----------|-----------|-----------|------|----|------------------|---------|
| i.      |                          |           |           |           |      |    |                  |         |
| ii.     |                          |           |           |           |      |    |                  |         |
| iii.    |                          |           |           |           |      |    |                  |         |
| iv.     |                          |           |           |           |      |    |                  |         |
| v.      |                          |           |           |           |      |    |                  |         |

17. Details of present employment
- a) Name of the Organization : .....
- b) Designation : .....
- c) Date of Joining of present service : .....
- d) Pay Level in the Pay Matrix : .....
- e) Date of next increment : .....
18. Joining period required, if selected : .....
19. Any other relevant information : .....

**Certified that the above information furnished by me in this application form is correct and true to the best of my knowledge and nothing has been concealed in it. I, also undertake to accept the liability for any action under the rules for any wrong-statement or concealment of facts on my par.**

Place: .....

Date: .....

**Signature of applicant**

## NO OBJECTION CERTIFICATE BY PRESENT EMPLOYER / ORGANIZATION

(On Institute / Organization letter head)

It is certified that the applicant Dr. / Mr./ Ms. ....  
is bonafide employee of this institute / organization w.e.f.....  
His/ Her employee code is ..... at present he / she is holding the  
post of ..... in ..... Department / Section.

This Institute / Organization has No Objection, if he / she applied for the post of  
..... at Dr. B. R. Ambedkar National Law University, Plot No. 5,  
Rajiv Gandhi Education City, Rai, Sonapat.

There is no vigilance enquiry either pending or being contemplated against him / her  
and he / she will be relieved from this Institute / Organization upon his / her selection to the post.

Place: .....

Date:.....

Name : .....

Designation : .....

Signature of the Head of the Institute / organization : .....

Seal : .....