

## GENERAL INSTRUCTIONS

1. All appointments will be made on a contractual basis for a period of Twelve Months, subject to extension based on performance.
2. Applicants must be skilled in the usage of computer.
3. Applicants must fill the Application Form in prescribed format available in the University website or [Devnetjobsindia.org](http://Devnetjobsindia.org).
4. Applicants for the posts of Research Associate and Accountant must send their Application Form along with a Letter of Intent.
5. Soft copy of the Application Form (*without testimonials*) should be mailed to [ccr@nluassam.ac.in](mailto:ccr@nluassam.ac.in).
6. Subject line of the mail should clearly mention '*Application for The Post of Research Associate/Accountant*'.
7. Hard copy of Application Form along with Testimonials should be sent to:  
To The Registrar, National Law University & Judicial Academy, Assam  
Hajo Road, Amingaon, Dist: Kamrup, Guwahati-781031, Assam.
8. Hard copy Applications without testimonials will be rejected summarily.
9. The Application in Soft Copy and Hard Copy must reach on or before 25<sup>th</sup> April, 2018.
10. For any query the Applicant may contact through mail to 'The Programme Manager, Centre for Child Rights', at [ccr@nluassam.ac.in](mailto:ccr@nluassam.ac.in).

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<b>VACANCY FOR THE POST OF 'RESEARCH ASSOCIATE' IN CENTRE FOR CHILD RIGHTS, NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM</b>	
<b>Name of the Post :</b>	<b>Research Associate at Centre for Child Rights, National Law University and Judicial Academy, Assam</b>
<b>Number of Post :</b>	<b>1 (One)</b>
<b>Remuneration :</b>	<b>Rs. 45,000/ per month (Consolidated) + TA/ DA / Other allowances, as admissible under the Rule.</b>
<b>Essential Qualifications:</b>	Master Degree in Law
<b>Other Qualifications :</b>	<ol style="list-style-type: none"> <li>1. Two years of working experience in a Child/ Human Rights Organization, with direct experience of working with communities and stakeholders.</li> <li>2. Proven experience and knowledge of working on atleast 2 of the following thematic areas of child rights: <ol style="list-style-type: none"> <li>a) Knowledge on Child Protection systems and services, with a focus on JJ Act, POCSO Act, PCM Act, CPCR Act, CLPRA Act, ITPA, PLA, IPC, Family Laws, Alternative Care;</li> <li>b) Child Education, with a focus on RTE Act, and schemes such as SSA, RMSA, KGBV, etc.;</li> <li>c) Adolescent Development and Participation (ADAP), with a focus on gender and sexuality;</li> <li>d) Child Health and Nutrition, with a focus on experience in working within the ICDS programme;</li> <li>e) Children affected by conflict and natural disasters, with a focus on Disaster Risk Reduction (DRR) and Child Protection in Emergencies (CPiE);</li> </ol> </li> </ol>



f) Mental health with a focus on psycho- social support to children vulnerable and victims of violence and exploitation.

g) Children with disability, with a focus on PWD Act.

2. Knowledge for various national and international frameworks, legislation and schemes related to child rights is a must.
3. Good verbal and non-verbal communication skills in English and Hindi.
4. Having people's skills, with natural ability and willingness to engage with a variety of stakeholders at various levels;
5. The candidate should be willing to take up regular overnight travel to various districts of Assam and if required, North East and rest of India.
6. The candidate should have good communication skills to be able to build strong and sustainable institutional relationship between NLUJA Assam and concerned agencies and stakeholders;
7. Working knowledge of Internet, MS Office and other desktop/mobile based technologies.
8. Should have proven experience of facilitating training, report writing and presenting PPTs, organising conferences/ seminars and events, arranging logistics and travel, facilitating visits, etc.
9. Have proven skills of secondary data analysis and data management on social sector programming, with a focus on child rights.
10. Candidates applied previously against this position in the Month



	<p>January and May, 2017 needn't apply.</p>
<p><b>Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Organise and facilitate various trainings, events, seminars, conferences, visits on key child rights issues as thematically allocated by CCR, NLUJA, Assam;</li> <li>2. Liaise with UN agencies, other donors and support/ collaborating agencies for timely and effective implementation of all planned activities of CCR;</li> <li>3. Prepare various concept notes, thematic papers, presentations, programme schedules, reports, IEC materials etc. as and when asked;</li> <li>4. Any other responsibility provided by NLUJA, Assam.</li> <li>5. Should be able to work beyond regular hours and sometime over weekends if required.</li> </ol>
<p><b>Application Deadline:</b></p>	<ol style="list-style-type: none"> <li>1. All filled in application forms in hard copies should be submitted along with self-attested copies of documents in the '<b>Office of the Registrar</b>', <b>Administrative Building, National Law University and Judicial Academy, Hajo Road, Amingaon, Pin Code- 781031, Assam</b>, in sealed envelopes.</li> <li>2. The envelope should clearly mention as – "<b>Application for the post of Research Associate, CCR</b>".</li> <li>3. Soft copy of Application Form (NOT Testimonials and Certificates) should be mailed to – <a href="mailto:ccr@nluassam.ac.in">ccr@nluassam.ac.in</a>. The Subject Line of the mail should mention – Application for the post of Research Associate, Centre for Child Rights.</li> <li>4. Last date of receiving the Application Forms both in <b>Hard Copy and Soft Copy is 25<sup>th</sup> April, 2018 till 4:00 PM</b>. No application will be entertained after the deadline.</li> </ol>

	<p>5. For any query regarding the vacancy, the applicant may write to the Programme Manager, Centre for Child Rights in – <a href="mailto:ccr@nluassam.ac.in">ccr@nluassam.ac.in</a></p>
<p><b>ACCOUNTANT</b></p>	<p><b>Number of Posts: 1 (one)</b>  <b>Remuneration: Rs. 30,000/</b> per month (Consolidated) + TA/ DA/ Other allowances, as admissible under the Rule.</p> <p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor in Commerce/ CA from a recognized University/ Institution;</li> <li>2. Two years as Junior Accountant in any recognized organisation.</li> <li>3. The candidates must have adequate computer proficiency in Tally ERP, Internet/ email, MS Office.</li> </ol> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Maintenance of accounts &amp; timely payment process</li> <li>2. Preparation of SoE and face form and timely submission as per HACT procedures as mandated by UN agencies.</li> <li>Preparation of budget and expenditure;</li> <li>4. Liaising with the Government and other organisations as required;</li> <li>5. Proficient in English and Hindi. Knowledge of Assamese is an advantage.</li> </ol>

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