



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

16 Mile Shimla-Mandi National Highway Ghandal District

Shimla, Himachal Pradesh-171014

Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802

Website: <https://hpnlu.ac.in>

No. HPNLU-A(7)-11(Advt.)/2022/ 735

Dated: - 09-07-2025

Opening date for submission of online Application 10-07-2025 (05:00PM)

Closing date for submission of online Application10-08-2025 (05:00PM)

ADVERTISEMENT for Recruitments to Teaching & Non-Teaching Posts

Online Applications (OA) are invited from desirous and eligible candidates for recruitment to the post of Registrar (on tenure basis), Assistant Registrar (on regular basis) and Research Associate in Law (purely Contractual on consolidated salary basis) in the Himachal Pradesh National Law University, Shimla through OA, which is available on the official's website of University: <https://hpnlu.ac.in>.

The application may be submitted by registering at the: ERP Portal of HPNLU, Shimla (<https://erphpnlu.in>) within the time duration prescribed. No offline Application Form will be accepted by the University. The candidates must read the instructions carefully for filling up OA available on the website of the University.

Interested candidates are required to fill out the Application Form in the prescribed format. The completed application form, along with the requisite certificates/documents and the prescribed application fee, must be submitted to the **Office of Registrar, HPNLU, Shimla, Sixteen Miles, Ghandal, Shimla-Mandi Highway, Shimla – 171014.**

The downloaded copy of the online application form along with necessary original certificates and self-attested photocopies must be brought at the time of interview.

Details of the posts advertised and prescribed essential qualifications are given below:

<i>Sl. No.</i>	<i>Post Name</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Educational and Technical Qualifications of Candidates</i>	<i>Payable application Fee (in INR)</i>

1.	Registrar (On Tenure Basis)	Total - 01 (UR)	Academic Level 14	The Registrar shall be an academic person in law not below the rank of a Professor. The term of appointment of the Registrar shall be for a period of five years or till he/she attains the age of sixty-two years, whichever is earlier. <i>Desirable:</i> Relevant experience in University administration is desirable.	3000/-
2.	Assistant Registrar (Regular Basis)	Total- 02 (UR)	Level 18 in the Pay Matrix as per HPCS Revised Pay Rules 2022	Good Academic record with Master degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale. Five years' experience as Section Officer/ Superintendent Grade-II/Personal Assistant or an equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Or Three years of teaching experience in UGC approved University/College/Institution. Good working knowledge of computer applications. <i>Desirable:</i> Knowledge of customs, manners and dialects of Himachal Pradesh. M.Tech.Phil./Ph.D./M.B.A. in any discipline of Technical Education will be preferred.	3000/-
3.	Research Associate of Law (purely Contractual basis on Consolidated Salary)	Total- 03 (UR)	Rs. 50,000/- per month (Consolidated)	As per the UGC Regulations 2018, and HPNLU, Executive and Service Regulations 2020 for the post of Assistant Professor of Law. The term of the appointed candidates shall come to an end on 31 st Dec., 2025.	3000/-

GENERAL INSTRUCTIONS/ CONDITIONS AND ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.

- Candidates applying for the specific posts are required to fill in the prescribed application form and upload (On-Line Recruitment Application (ORA) Form).
- Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be determinable according to

the prescribed closing date for submission of On-Line Recruitment Application (ORA) Form.

- iii. The closing date for submission of On-Line Recruitment Application (ORA) Form is **10.08.2025**.
- iv. The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided in these issues.
- v. The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.
- vi. The candidates shall fill up their complete and correct particulars in the OA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the University for a period of three years.
- vii. The hard-copy of the downloaded application form and all other documents are to be sent to the **Office of Registrar, HPNLU, Shimla, Sixteen Miles, Ghandal, Shimla-Mandi Highway, Shimla – 171014**.
- viii. No other mode except online payment (through the 'payment gateway' prescribed and available on the recruitment portal of the University, is acceptable for deposit of fees.
- ix. Number of post(s) is/ are tentative and may increase or decrease. The number of vacancies & reservation of post is liable to be altered without any notice.
- x. The candidates must keep on checking the website regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- xi. The University reserves the right to change any other terms of the advertisement or to rectify any inadvertent errors at any stage.
- xii. For all posts, terms and conditions of eligibility, appointment and services shall be governed by the relevant rules of the University.
- xiii. Applicants must upload experience certificate, wherever required, from appropriate institution/authority clearly specifying duration of service, pay scale and gross salary drawn.
- xiv. All further communications related to the above recruitments shall be through letter/ notices displayed on the University website i.e. <https://www.hpnl.ac.in>
- xv. No TA/DA shall be admissible.
- xvi. In case of any dispute, suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in H.P. at Hon'ble High

Court of Himachal Pradesh and District Courts at Shimla only.

- xvii. UR- unreserved; ST- Scheduled Tribe; OBC- other backward classes; EWS- economically weaker sections.
- xviii. The **last date** for receiving the hard copies of the application form along with all other supporting documents/ certificates is – **20.08.2025**. The University shall not be responsible for any postal delays.

SPECIFIC INSTRUCTIONS FOR THE POST OF REGISTRAR:

- a. Candidates applying for the post of Registrar are required to fill up prescribed API Score Form and upload the Form on the ERP portal. The candidates are advised to carefully read the API Score Criteria (**Annexure – I**) before filling the form.
- b. The complete copy, including cover, copyright, ISSN/ISBN No., authorial page, etc., pages, of all publications, claimed by the candidate, is required to be submitted in hard copy along with the hard copy of application form. Copies of research papers/ articles are to be submitted in full.
- c. The candidates applying for the post of Registrar are required to apply online and submit hard-copies as specified. The candidates are requested to download the completed On-Line Recruitment Application Form from ERP portal and attach, the completed API Form and also attach all duly authenticated supporting documents/ certificates for the specific API Points claimed in the API Score Form.
- d. The candidates are requested to download the completed On-Line Recruitment Application Form from ERP portal. The hard-copy of the downloaded application form and all other documents are to be sent to the **Office of Registrar, HPNLU, Shimla, Sixteen Miles, Ghandal, Shimla-Mandi Highway, Shimla – 171014**.

SPECIFIC INSTRUCTIONS FOR ASSISTANT REGISTRAR:

- a. Candidate Applying for the post of Assistant Registrar must upload the requisite documents/certificate in support of his/her Qualification/eligibility.
- b. Experience certificate required must be in the prescribe pay scale drawn for the post for which experience certificate is produced.

- c. The hard-copy of the downloaded application form and all other documents are to be sent to the **Office of Registrar, HPNLU, Shimla, Sixteen Miles, Ghandal, Shimla-Mandi Highway, Shimla – 171014.**

SPECIFIC INSTRUCTIONS FOR RESEARCH ASSOCIATE (LAW):

- a. The candidates applying for the post of Research Associate of Law are required to apply online and submit hard-copies as specified above. The candidates are requested to download the completed On-Line Recruitment Application Form from ERP portal and attach all the supporting documents and certificates. The hard-copy of the downloaded application form and all other documents are to be sent to the **Office of Registrar, HPNLU, Shimla, Sixteen Miles, Ghandal, Shimla-Mandi Highway, Shimla – 171014.**
- b. The complete copy, including cover, copyright, ISSN/ISBN No., authorial page, etc., pages, of all publications, claimed by the candidate, is required to be submitted in hard copy along with the hard copy of application form. Copies of research papers/ articles are to be submitted in full.

Sd/-
Registrar
HPNLU, Shimla

Enclosures –

- I. API Score Form ([Click Here](#))
- II. API Score Criteria ([Click Here](#))