



DHARMASHASTRA NATIONAL LAW UNIVERSITY, JABALPUR (M.P.)

(Established by Madhya Pradesh Act No. 24 of 2018)

BRBRAITT Campus, South Civil Lines, Ridge Road, Jabalpur - 482001 (M.P.)

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Advertisement No. 001/REG/2026

Date: 15.07.2026

RECRUITMENT NOTIFICATION (NON-TEACHING POSTS)

Dharmashastra National Law University, Jabalpur (M.P.) invites online applications from eligible candidates for recruitment to the posts mentioned in the table below in the prescribed pay scales. Recruitment to these posts and conditions of service will be governed by the Statutes, Ordinances, and Rules of the University, as amended from time to time, and in respect of all such matters regarding conditions of service of the officers and employees of the University where no provisions have been made in these rules, the rules framed and orders issued from time to time by the Government of Madhya Pradesh for corresponding posts may be made applicable, subject to such modifications, variations, or exceptions, if any, as the Competent Authority may, from time to time, specify.

1. Important Dates:

- (i) Commencement of Online Application: 15-07-2026
- (ii) Last Date for Submission of Application: 05-08-2026 (up to 05:00 PM)
- (iii) Date of Examination / Skill Test: *To be notified to the screened candidates.*
- (iv) Date of Interview: *To be notified to the shortlisted candidates only.*
- (v) Announcement of Final Results: *To be notified on the University website.*

2. Details of Posts:

S. No.	Name of Post	UR	OBC	SC	ST	Total Posts
1	System Administrator	1	-	-	-	1
2	Personal Assistant / Stenographer	1	1	-	-	2
3	Assistant Grade - III	2	1	1	1	5
4	Boys Hostel Supervisor (Male)	1	-	-	-	1
5	Sub Engineer (Civil)	1	-	-	-	1
	Total	6	2	1	1	10

Reservation shall be applicable for the reserved categories having domicile of the State of Madhya Pradesh. The number of posts may vary and, in that case, the same will be notified on the website of Dharmashastra National Law University, Jabalpur (M.P.).



3. Qualification of Post:

S. No.	Post Name and Grade Pay / Level	No. of Post	Qualification	Desirable
1	System Administrator 9300 - 34800 + 4200 GP / Level 10	1	(1) Master's Degree in Computer Application or M.E. / M.Tech. (with specialization in Computer Application); or Bachelor of Engineering (B.E.) / Bachelor of Technology (B.Tech.) in Computer Science / IT. (2) Work experience of at least 3 years with a Company or domain having turnover of not less than ₹100 crore or in any University recognised by the University Grants Commission.	Having experience in working at National Law University or in higher education institute/university.
2	Personal Assistant / Stenographer 9300 - 34800 + 4200 GP / Level 10	2	(1) Master's degree from a recognised University or Institute. (2) A speed of 80 words per minute in short hand in Stenography (English / Hindi). (3) A speed of 40 words per minute in typewriting on Computers (English / Hindi). (4) Experience: 2 years of experience in the same nature of work.	Proficiency in Computer Word processing and spreadsheet with advance skills. Having experience of working in National Law Universities or higher education institute/university.
3	Assistant Grade - III 5200 - 20200 + 2400 GP / Level 6	5	(1) Any Bachelor's degree from a recognised University or Institute. A speed of 25 words per minute in typewriting on Computers in bilingual language (English and Hindi). (2) Experience: one year of experience as Office Assistant in administration.	Proven competence in working in Office administrative and academic procedures. Having work experience in NLUs or higher education institute/university.



3

S. No.	Post Name and Grade Pay / Level	No. of Post	Qualification	Desirable
4	Boys Hostel Supervisor (Male) 5200 - 20200 + 2400 GP / Level 6	1	(1) Bachelor's degree from a recognised University or Institute. (2) Experience: one year of experience in Administration, especially in hostel management.	Preference will be given to candidates with experience in managing hostels or student accommodation in National Law Universities or higher education institute/university.
5	Sub Engineer (Civil) 5200 - 20200 + 2400 GP / Level 6	1	(1) Bachelor's degree in Civil Engineering with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognised University or Institute, and at least one year's experience in the field of civil construction and maintenance of structures, especially buildings; OR (2) Diploma in Civil Engineering or equivalent with at least 60% marks from a recognised University or Institute, and at least 5 years' experience in the field of civil construction and maintenance of structures, especially buildings.	Preference will be given to candidates with experience in handling civil works in government, semi-government, or National Law Universities or higher education institute/university.

4. Eligibility:

- (i) Candidates must possess the prescribed qualification and experience as on the last date of application.
- (ii) No person shall be eligible for appointment unless he/she is a citizen of India.
- (iii) No candidate who has more than one spouse living shall be eligible for appointment.
- (iv) No candidate shall be eligible for appointment to the service, if the candidate has more than two children on or after 26-01-2001, as provided in Rule 6(6) of the Madhya Pradesh Civil Services (General Conditions of Services) Rules, 1961.



32

Explanation:

- (a) A person having more than two children shall not be deemed to be disqualified for appointment, where already having one child, more than one child is born from the subsequent delivery.
- (b) For the purpose of this Sub rule, a child born within 280 days from 26-01-2001 shall not constitute disqualification.
- (v) No candidate shall be eligible for appointment unless he/she has been certified to be medically fit for appointment to the post by the District Medical Board;
- Provided* that a candidate may be appointed provisionally subject to presentation of the aforesaid certificate within a period of 30 days from the date of joining, failing which the appointment shall be liable to be terminated.
- (vi) Any attempt on the part of a candidate to obtain support for his/her candidature will render him/her disqualified for selection.
- (vii) No person shall be eligible for appointment, if he/she –
- is or has been a member of a body of persons which has been declared to be unlawful by the State or Central Government, as the case may be, and continues to be so on the date of the publication of the advertisement for the post; OR
 - has been indicted by a competent authority for participating in or associating with any activity or programme –
 - aimed at subversion of the Constitution of India;
 - aimed at organized breach or defiance of law involving violence;
 - prejudicial to the sovereignty and integrity of India or the security of the State;
 - promoting feelings of ill-will, enmity or hatred between different sections of the people on grounds of religion, race, language, caste or community;
 - has been dismissed from service of the Central or a State Government, a local or statutory body or any Court; OR
 - has been debarred or disqualified by the Union or any State Public Service Commission or a local or statutory body or a Court from appearing in any examination or selection process conducted by it; OR
 - has been convicted of an offence involving moral turpitude.

5. Application Process:

- Applications shall be submitted online only through the **Recruitment Portal** available at <https://recruitment.mpdnlu.ac.in/>, accessible through the University's website at www.mpdnlu.ac.in.
- Applications submitted in any other manner or through any other portal will not be accepted. Candidates are cautioned to remain wary of any cloned or fraudulent portal.
- Candidates applying for more than one post must submit separate applications and fees.



2

- (iv) Only duly filled applications along with successful payment of the prescribed fees shall be treated as valid. Incomplete applications, or those with incorrect particulars or unsuccessful fee transactions, shall be rejected.
- (v) No fresh paper or enclosure submitted after the closing date shall be considered.
- (vi) For any query regarding filling the form through ERP, candidates may contact at career@mpdnlu.ac.in or Phone: +91-761-2602222. Candidates are advised to read the notification carefully before contacting the helpline. The helpline is only for technical assistance.

6. Application Fee:

Category	Application Fee
Unreserved / EWS	₹ 1,000/-
SC / ST / OBC (Non-Creamy Layer)	₹ 750/-

Notes:

- (i) The above fee is subject to change and, in case of an increase in fees, the candidates will have to pay the deficit fee.
- (ii) The concessional fee is available only to SC / ST / OBC (Non-Creamy Layer) candidates who are bona fide residents (domiciles) of the State of Madhya Pradesh, on submission of the supporting certificate. SC / ST / OBC candidates of other States shall be treated as Unreserved and shall pay the fee prescribed for the Unreserved category.
- (iii) Candidates applying under the Persons with Disabilities (Divyangjan) category shall be exempted from payment of the application fee, subject to submission of a valid Disability Certificate issued by the competent authority, showing a disability of not less than 40%, along with the application.
- (iv) There is no provision for the refund of the application fee. The application forms shall be treated as successfully submitted only if they are duly filled and the application fee is also credited in the account of the University, within the prescribed time and through the prescribed mode.
- (v) The application of a candidate whose fee is not credited within the prescribed time in the account of the University, for any reason, shall not be screened, and such candidate shall not be allowed to participate in the recruitment process. Any representation in this regard shall be rejected without assigning any reason.
- (vi) Payment shall be made through the Recruitment Portal only, using the means available on the portal's payment gateway.
- (vii) The University shall not be responsible for any technical issues, network failures, or delays during online submission.

7. Age Limit (as on 01.01.2026):

Category	Maximum Age
General (Male)	40 years
SC / ST / OBC (Male)	45 years



Category	Maximum Age
All Women Candidates	45 years
Govt. / Corporation Employees	45 years

NOTE: Age relaxation is applicable only to domiciles of Madhya Pradesh as per Government rules.

8. Reservation Policy:

- (i) Reservation has been applied in accordance with the roster approved by the competent authority of the University, in conformity with the reservation norms of the Government of Madhya Pradesh.
- (ii) Any candidate who is not a bona fide resident (domicile) of the State of Madhya Pradesh shall be treated as belonging to the Unreserved category in all respects.
- (iii) As provided under the Madhya Pradesh Civil Services (Special Provisions for Appointment of Women) Rules, 1997, a 33% horizontal reservation shall be applicable for women candidates.
- (iv) A 10% horizontal reservation for Ex-Servicemen shall be applicable as per Government of Madhya Pradesh rules. In case of non-availability of suitable candidates, the vacancy shall be filled from the respective category.
- (v) A 6% horizontal reservation shall be applicable for Persons with Disabilities (Divyangjan) in accordance with the Rights of Persons with Disabilities Act, 2016 and the rules and norms of the Government of Madhya Pradesh, across the categories of disability notified as eligible for the respective posts. In case of non-availability of suitable candidates in a category, the reservation shall be carried forward or interchanged as per the applicable rules.
- (vi) Candidates claiming the benefit of reservation under the Scheduled Caste, Scheduled Tribe, or Other Backward Classes (Non-Creamy Layer) categories must be bona fide residents (domiciles) of the State of Madhya Pradesh and must submit a caste certificate issued by the competent authority in the format prescribed either by the Government of Madhya Pradesh or by the Government of India. A candidate who fails to submit such a certificate, or who is not a bona fide resident of the State of Madhya Pradesh, shall be treated as belonging to the Unreserved category in all respects, subject to fulfilment of the other terms and conditions of this notification.
- (vii) Candidates applying against posts reserved for OBC (Non-Creamy Layer) must submit a certificate regarding their OBC status and non-creamy layer status, issued by the competent authority in the prescribed format, and such certificate must be valid as on the last date of submission of the application. Where the certificate does not specify a period of validity, it must have been issued during the financial year in which the last date of submission of the application falls. A candidate who fails to submit such a certificate shall be treated as belonging to the Unreserved category in all respects.
- (viii) The category or any reservation claim once entered by the candidate in the application form shall be final and shall not be changed at any subsequent stage of the recruitment process under any circumstances, and no request for change of category or reservation claim, or for submission of a fresh certificate to support such a change, shall be entertained after the last date of submission.



9. Selection Process:

- (i) Screening of applications.
- (ii) Examination / Skill Test (as applicable).
- (iii) Interview (as applicable).
- (iv) Document verification.

NOTE:

- (a) The detailed scheme, syllabus, pattern, marks, duration, and weightage of the examination or skill test, as applicable to each post, shall be published separately on the University website, and the marks obtained in the skill test shall be counted towards the final merit.
- (b) In case of any written or online examination, the University may publish model answer keys on its website. Candidates may submit objections, if any, within the stipulated time and in the prescribed manner. No objections shall be entertained thereafter.

10. General Conditions:

- (i) Candidates must ensure that they fulfil all the eligibility criteria.
- (ii) The appointment shall be on a regular basis and the selected candidate shall be on probation for a period of 2 years from the date of joining.
- (iii) The place of posting shall be at Dharmashastra National Law University, Jabalpur.
- (iv) Applicants serving in Government or Semi-Government organisations, Public Sector Undertakings, Autonomous bodies, or any other institution must route their applications through proper channel and must submit a No Objection Certificate from their present employer along with the application. Applications received without a No Objection Certificate shall not be considered, and no such certificate shall be entertained after the last date of submission of the application.
- (v) Candidates must furnish a valid and active email address and mobile number in the application form and keep them operational throughout the recruitment process, since all communication will be made through the University website and the registered email. The University shall not be responsible for non-receipt of any communication due to incorrect or inactive contact details provided by the candidate.
- (vi) Any change in the correspondence address, mobile or telephone number, or email address shall be communicated by the candidate to the University in writing, addressed to the Selection Committee at career@mpdnlu.ac.in.
- (vii) The University reserves the right to shortlist candidates on the basis of higher qualifications or experience or other criteria, and to restrict the number of candidates called for interview.
- (viii) The University reserves the right to modify, withdraw, or cancel the recruitment process at any stage without assigning any reason.
- (ix) The decision of the University regarding equivalence of qualifications shall be final and binding.
- (x) In case of a tie in merit, preference shall be given to the candidate having higher relevant experience, and in case of a further tie, the older candidate shall be preferred.



8

- (xi) The University may prepare a waiting list, which shall remain valid for a period of one year from the date of declaration of results.
- (xii) Selected candidates shall be required to join within the stipulated time, failing which the offer of appointment may be cancelled.
- (xiii) No representation or correspondence regarding eligibility, selection process, or result shall be entertained after finalisation of the process.
- (xiv) All disputes shall be subject to the jurisdiction of the Courts at Jabalpur.
- (xv) No TA / DA shall be admissible for attending the test or interview.
- (xvi) The decision of the University in all matters relating to eligibility, acceptance or rejection of applications, selection process, and appointment shall be final and binding on all candidates.

11. Disqualifications:

Apart from the other grounds mentioned in this advertisement, the following are also additional grounds for disqualification:

- (i) No candidate shall be appointed to a service or post unless he/she has been found, after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post:
Provided that in exceptional cases a candidate may be appointed provisionally to a service or post before his/her medical examination, subject to the condition that the appointment is liable to be terminated forthwith if he/she is found medically unfit.
- (ii) No candidate shall be eligible for appointment to a service or post if, after such enquiry as may be considered necessary, the appointing authority is satisfied that he/she is not suitable in any respect for the service or post.
- (iii) Concealment of any material fact, or the giving of false or incorrect information in any form or application at any stage of the recruitment process, will be a ground for cancellation of the candidature of the candidate concerned.

12. Use of Unfair Means: If any candidate uses unfair means, or attempts to influence or threaten, or disobeys the instructions in the process of the examination or skill test at any stage, then his/her candidature shall be rejected.

13. Important Instructions:

- (i) Candidates must upload their recent passport-size photograph and signature. The photograph should be clear, with a plain background, and the signature should be made on white paper using a black or blue pen. The photograph and signature must be uploaded in the format and within the file-size limits specified on the Recruitment Portal.
- (ii) All entries in the application form must be filled carefully and accurately before final submission. Candidates shall be solely responsible for the information provided. Any discrepancy, incomplete information, or furnishing of incorrect details may lead to rejection of the application at any stage.
- (iii) No request for correction, modification, or change in any particulars of the application form shall be entertained after submission.



- (iv) Candidates must retain a copy of the submitted application form, the application number, and proof of payment (receipt or transaction details) for future reference. These may be required at the time of admit card download, document verification, or any subsequent stage of the selection process.
- (v) Original documents along with self-attested copies must be produced at the time of the interview.

14. Other Conditions:

Appointment shall be subject to:

- (i) Verification of character and antecedents.
- (ii) Medical fitness certificate.
- (iii) Verification of documents and eligibility requirements.

NOTE: Suppression of facts or false information shall lead to cancellation of candidature, upon discovery, whether during the recruitment process or after the appointment.

15. Admit Card / Result:

All updates, the admit card and result, corrigendum, addendum, and further communication shall be published only on the University website www.mpdnlu.ac.in. Candidates are advised to regularly visit the website.

(The University reserves the right to publish lists of candidates, results, and related information on its website for transparency.)

16. Right to Information (RTI):

In case a candidate applies for a copy of his/her answer sheet, in the case of a written or online examination, under the Right to Information Act, the same may be provided, if permissible under the applicable rules, subject to payment of the prescribed fee. Such copies shall be issued only after the declaration of the final result and within a period of six months from the date of declaration of the final result. Thereafter, the data relating to the answer sheets of the examination may be disposed of.

17. Elimination / Disposal of Used Examination Materials:

All records pertaining to the examination, including application forms and related documents of candidates, may be disposed of after a period of six months from the date of declaration of the final result.

However, records pertaining to one or more candidates may be retained for a longer period in case of any pending court matter, provided that a notice to this effect has been received in the Examination Section.



FOR FURTHER QUERIES PLEASE CONTACT

Secretary, Selection Committee
Dharmashastra National Law University, Jabalpur
Email: career@mpdnlu.ac.in

Phone: 0761 – 2602222 (10:00 AM – 5:00 PM; on working days only)