



**Himachal Pradesh National Law University, Shimla**  
Detailed of Sanctioned and Filled posts/positions of Non-teaching staff  
( Non-Teaching Posts)

Sr. No.	Posts Name	Total No. of Sanctioned Positions and Roster Approved by 23rd Minutes of the Executive Council on 31st December, 2025 in accordance with UGC requirement								Total
		Gen	SC	ST	OBC	EWS	Total	Ex.SM	PWBD	
1	Registrar	1	Statutory				1			1
2	Finance Officer	1					1			1
3	Assistant Registrar	2					2			1+1=2
4	Section Officer	3					3			3
5	Estate Officer	1					1			1
6	Superintendent Grade II	4					4			1+3=4
7	Senior Assistant	4	1				5			5
8	Junior Assistant	6	1		1		8			3+5=8
9	Clerk	9	3		2	1	15	1		15*
10	Private Secretary	1					1			1
11	Personal Assistant	2					2			2
12	System Analyst	1					1			1
13	Senior Stenographer Scale	2					2			2
14	Junior Stenographer Scale	3					3			1+2=3
15	Steno Typist	4					4			2+2=4**
16	Clerk cum Data Entry Operator	1					1			1
17	Drivers (Heavy cum Light) Cum Office Attendant (4 Heavy+6 Light)	6	2		1	1	10			10
18	Caretaker	3					3			3
19	Conductor cum Office Attendant	2					2			2
20	Computer Technician	2					2			2***
21	Computer Attendant Lab	1					1			1
22	Library Attendant	2					2			2
23	Electrician	1					1			1

*(Signature)* Registrar  
H.P National Law  
University, Shimla

Sr. No.	Posts Name	Total No. of Sanctioned Positions and Roster Approved by 23rd Minutes of the Executive Council on 31st December, 2025 in accordance with UGC requirement								Total
		Gen	SC	ST	OBC	EWS	Total	Ex.SM	PWBD	
24	Plumber	1					1			1
25	Carpenter	1					1			1
26	Peon	10	4		3	2	19	1		19#
27	Attendant for Girls Hostel	1					1			1
28	Security Guard	10	3		3	1	17	1		17\$
29	Peon-cum-Cook	3					3			3#
30	Sweeper	6	1		1	1	9	0		9
31	Mali	2					2			2\$
32	Doctor	1					1			1
33	Pharmacist	1					1			1
34	Nurse	1					1			1
		99	15	0	11	6	131	3	0	131

\*Out of the 21 existing regular Clerks, 03 Clerks are to be converted to Steno Typist; and 03 Clerks are to be converted to /promoted to Junior Assistant. The total number of posts of Clerk shall be 15, and total number of posts of Steno Typist and Junior Assistant shall be 04 and 08 respectively.

\*\* The strength of Steno Typist shall be 04 by adding 03 posts through conversion from existing Clerk Cadre.

\*\*\* There are two posts for Computer Technician, including one for Computer Technician & one designated as Computer Technician ERP. Both the posts/appointees shall be known as Computer Technician. The total number of posts of Computer Technician shall be 02.  
# 3 Existing Peons are to be converted to the posts of Peon-cum-Cook. The total number of posts of Peon-cum-Cook shall be 03.

\$ 2 Existing Security Guards/Chowkidars shall be converted to Mali. The total number of posts of Security Guard shall be 17, and the total number of posts of Mali shall be 02.

Note: All other posts except specified under the Column "optimum number of required posts in the University shall stand abolished henceforth.

*Alan Kumar*  
Registrar  
H.P National Law  
University, Shimla