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.)/2022-41	**Dated: 30.01.2026**
Opening date for submission of online Application	**30.01.2026 (05:00 PM.)**
Closing date for submission of online Application	**01.03.2026 (05:00 PM.)**

ADVERTISEMENT FOR RECRUITMENTS TO NON-TEACHING POSTS

The Himachal Pradesh National Law University, Shimla, invites online applications from eligible candidates for the posts of **Registrar** (Tenure Basis), **Assistant Registrar** (Regular), **Driver cum Office Attendant (Light)** (Regular), **Electrician** (Regular), **Plumber** (Regular), and **Carpenter (Regular)**. The Online Application Form is available on the University's website: https://hpnlu.ac.in.

The application may be submitted by registering on the **ERP Portal of HPNLU, Shimla** (https://erphpnlu.in). No offline Application will be accepted. The candidates must read the instructions carefully to fill out the Online Application Form.

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

Sr. No.	Post Name	No. of Posts	Pay Scale	Educational and Technical Qualifications of Candidates	Application Fee (Rs.)
1.	Registrar *(Tenure Basis)*	01 (UR)	Academic Level 14 [UGC]	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.	3000/-
2.	Assistant Registrar *(Regular)*	02 (UR)	Level 18 in the Pay Matrix [HPCS Revised Pay Rules 2022]	Good Academic record with a Master's 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 a UGC-approved University / College/Institution. Good working knowledge of computer applications. *Desirable Qualification*: Knowledge of customs, manners and dialects of	3000/-

				Himachal Pradesh M.Tech. / M.Phil. / Ph.D. / M.B.A. in any discipline of Technical Education will be preferred. **Age Limit:** Subject to the age of superannuation, there is no maximum age limit under this category.	
3.	Driver - cum - Office Attendant (Light Vehicle) *(Regular)*	01 (SC)	Level 5 in the Pay Matrix [HPCS Revised Pay Rules 2022]	10th pass, Light Vehicle/Heavy Vehicle Driving License issued by the Competent Authority and knowledge of Hindi. Preferable: 2 Years Driving experience. **Age Limit**: 18 to 45 years. The upper age limit for SC/ST/OBC/PwD and children and grandchildren of Freedom Fighters shall be relaxed by 5 years.	1000/-
4.	Electrician *(Regular)*	01 (UR)	Level 3 in the Pay Matrix as per HPCS Revised Pay Rules 2022	10th pass or its equivalent from a recognized Board of School Education and 2 years' Diploma in the Trade of Electricians from a recognized I.T.I. **Age Limit:** 18 to 45 years.	1000/-
4.	Plumber *(Regular)*	01 (UR)	Level 3 in the Pay Matrix [HPCS Revised Pay Rules 2022]	10th pass or its equivalent from a recognized Board of School Education and 1 Years' Diploma in the Trade of Plumbing from a recognized I.T.I. **Age Limit:** 18 to 45 years.	1000/-
5.	Carpenter *(Regular)*	01 (UR)	Level 3 in the Pay Matrix as per HPCS Revised Pay Rules 2022	10th pass or its equivalent from a recognized Board of School Education and 1 Years' Diploma in the trade of Carpentry from a recognized I.T.I. **Age Limit:** 18 to 45 years.	1000/-

(A) SPECIFIC INSTRUCTIONS FOR THE POST OF REGISTRAR

(1) Candidates applying for the post of Registrar are required to fill out the 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.

(2) The complete copy, including cover, copyright, ISSN/ISBN No., authorial page, etc., pages, of all publications claimed by the candidate are required to be submitted. Soft copies of research papers/ articles are to be submitted in full.

(3) The candidates are required to apply online and submit hard copies as specified. The candidates are requested to download the completed Online Recruitment Application Form from the ERP portal, 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 and send the same to "**The Registrar, Himachal Pradesh National Law University, Shimla, 16 Mile, Shimla Mandi National Highway, Village Ghandal, Po. Shakarah, Sub-Tehsil Dhami, Dist. Shimla – 171014 (Himachal Pradesh)" latest by March 09, 2026.**

(B) SPECIFIC INSTRUCTIONS FOR THE POST OF ASSISTANT REGISTRAR

(1) Experience Certificate required must include the prescribed pay scale drawn for the post for which the Experience Certificate is produced.

(2) Working knowledge of the latest computer applications and good communication skills are mandatory for all positions, and the University reserves its right to test the skills of a candidate at the time of selection.

(3) The candidates are required to apply online and after submitting it online, download the completed Online Application Form from the ERP portal, attach all requisite certificate including experience certificate etc., and send the same to "**The Registrar, Himachal Pradesh National Law University, Shimla, 16 Mile, Shimla Mandi National Highway, Village Ghandal, Po. Shakarah, Sub-Tehsil Dhami, Dist. Shimla – 171014 (Himachal Pradesh)" latest by March 09, 2026.**

(C) GENERAL INSTRUCTIONS/ CONDITIONS:

(1) The applicant shall fill in their complete and correct particulars in the Online Application Form to avoid rejection of candidature. Without prejudice to HPNLU Shimla Executive and Service Regulations, 2020 (as amended from time to time) or any other law in force in this regard, (a) an applicant must not be engaged, or appointed elsewhere on salary/honorarium payment basis; or (b) an applicant should not have been involved in any criminal case, whether pending or convicted; or (c) an applicant must not be facing any disciplinary proceeding before the Bar Council of India, Bar Council of the State or Institutes or any other authority.

(2) The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for the test/interview.

(3) Where the number of applications received in response to an advertisement is large, and it is not feasible or convenient to test/interview all the applicants, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of

qualifications/experience higher than the minimum prescribed for the post, or any other criteria as decided by the University. Only short-listed candidates will be invited for test/interview.

(4) The dates of the test/interview will be notified on the University website, and the same will be communicated through email (as provided in the application form) to the shortlisted applicants. Any change of correspondence address/ email/ phone from the one given in the application form should at once be communicated to the University. No TA/DA shall be admissible in this regard.

(5) Applicants are advised to visit the University website at regular intervals for the updates.

(6) The University shall process the applications entirely on the basis of information/ documents submitted by the applicants. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the applicant.

(7) Selected candidates shall be required to join the University within the period specified in their respective joining orders. Ordinarily, no request for extension of joining time will be entertained.

(8) The terms and conditions of eligibility, appointments and services shall be governed by the relevant Regulations/ Rules of the Himachal Pradesh National Law University, Shimla.

(9) The date for determining eligibility of all applicants in respect of Essential Qualification(s), Experience, age, etc., shall be reckoned as on the closing date of the advertisement.

(10) No other mode except **online payment** (through the 'payment gateway' prescribed and available on the recruitment portal of the University, i.e. ERP Portal) is acceptable for deposit of fees. The application fee is non-refundable. Applications without the requisite fee, wherever applicable, shall be rejected.

(11) Applicants serving in Government / Public Sector Undertakings (including Boards / Autonomous Bodies are required to submit a 'No Objection Certificate' from the employer, at the time of the test/interview, if not uploaded with the online application earlier.

(12) The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or in full without assigning any reason. The decision of the University shall be final, and no appeal in this regard shall be entertained.

(13) The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts. The University reserves the right not to fill the advertised vacancy if circumstances so warrant.

(14) The applicants are advised to note down the USER ID and PASSWORD, and this user ID and password will be applicable for all future references.

(15) The applicants are advised to give their working mobile number and email ID, used by them in the Online Application Form, and ensure that it is working till the completion of

the selection process to avoid any inconvenience. The applicants must regularly check the website and email for any further information regarding this advertisement.

(16) The University reserves the right to change any other terms of the advertisement or to rectify any inadvertent errors at any stage. In case of any dispute, suits or legal proceedings, the territorial jurisdiction shall be restricted to the Hon'ble High Court of Himachal Pradesh.

(17) Applicants who had already applied for the post of **Registrar (on tenure basis), Assistant Registrar (Regular Basis),** vide Advertisement No. HPNLU-A(7)-11(Advt.)/2022/735 dated 09-07-2025, including the extension thereof by Notification No. HPNLU-A(7)-11(ADVT.)/2022-862 dated 08-08-2025, are not required to apply again. However, they may update their application through the ERP Portal using their User ID & Password.

(18) All appointments shall be made provisionally, subject to verification of documents. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case it is found at any point in time that any document/information submitted by the applicant is false, or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of the law for the production of false information.

(19) For any technical Assistance with respect to the ERP Recruitment Portal, call on 9728233316.

NOTE: The recruitment against the post of Driver-cum-Office Attendant (Light Vehicle), Electrician, and Plumber under this advertisement is subject to the outcome of the writ petition(s) CW No. 1314 of 2025; CWP No. 1315 of 2025; CWP No. 1317 of 2025; CWP No. 1322 of 2025 and CWP No. 1319 of 2025 pending before the Hon'ble High Court of Himachal Pradesh."

Enclosures –

I. API Score Form (Click Here)

II. API Score Criteria (Click Here)

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Registrar, HPNLU, Shimla.