



# DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

(Estd. under Govt of A.P. Act No. 32 of 2008)

"NYAYAPRASTHA", Asakapalli (V), Sabbavaram, Visakhapatnam – 531 035

Website: [www.dsnlu.ac.in](http://www.dsnlu.ac.in)

Advt. No. DSNLU/ NTS-01/2026

## FILLING UP OF NON-TEACHING POSTS

| Sl.# | Name of the Post          | No. of Posts and Reservation | Scale of Pay  | Scale of Pay                     |
|------|---------------------------|------------------------------|---------------|----------------------------------|
|      | <b>NON-TEACHING POSTS</b> |                              |               |                                  |
| 1    | Deputy Registrar          | 01 - OC (W)<br>01 - SC (W)   | 65360-154980  | A.P. State 2022<br>Scales of Pay |
| 2    | Assistant Registrar       | 01 - OC<br>01 - BC A (W)     | 54060-140540  |                                  |
| 3    | Personal Secretary        | 01 - ST (W)                  | 54060- 140540 |                                  |
| 4    | Accounts Officer          | 01 - OC                      | 54060-140540  |                                  |
| 5    | Junior Accounts Officer   | 01 - BC B (W)                | 44570-127480  |                                  |

The prescribed application along with details can be downloaded from University website: [www.dsnlu.ac.in](http://www.dsnlu.ac.in). The filled-in application with registration fee of Rs.1,000/- (Rupees One Thousand Only), (Rs. 500/- (Rupees Five Hundred Only) in case of SC/ST/BC/PH), by way of Demand Draft drawn in favour of "**The Registrar, Damodaram Sanjivayya National Law University**" payable at Visakhapatnam or Online Payment should reach "**The Registrar, Damodaram Sanjivayya National Law University, "NYAYAPRASTHA", Sabbavaram, Visakhapatnam – 531 035, Andhra Pradesh, India**".

The last Date for receipt of duly filled-in application along with registration fee is **26.02.2026**.

Government of Andhra Pradesh Age Relaxation apply as per the Rules.

For further details please visit our website: [www.dsnlu.ac.in](http://www.dsnlu.ac.in).

Date: 03.02.2026  
Visakhapatnam

Sd/-  
REGISTRAR I/c

**NON-TEACHING POSTS****DEPUTY REGISTRAR (65360-154980 -A.P. State 2022 Scale of Pay)**

Master's Degree with at least 55% of marks or its equivalent grade from a recognized university/institution

- (a) Nine years of experience as Assistant Professor in academic level 10 and above with experience in educational administration;  
or  
(b) Comparable experience in a research establishment and/or other institutions of higher education;  
or  
(c) Five years of administrative experience as Assistant Registrar or in an equivalent post.

**AGE LIMIT: 47 YEARS.**

**Note:**

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting / noting skills in English, conversant with the office procedure and capable to moot proposals independently.
2. Should be able to participate in discussions with senior functionaries and Academicians.
3. He/She is expected to handle one or more functions independently related to Educational Administration /General Administration / Establishment / HR / Legal.
4. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
5. Should possess working knowledge of computers.

**ASSISTANT REGISTRAR (54060-140540 - A.P. State 2022 Scale of Pay)****Qualifications**

- (a) A Master's Degree with at least 55% of marks or its equivalent grade from a recognized University/Institution. (5% relaxation in marks for SC / ST / BC/Persons with Disabilities category).
- (b) Five years of experience of supervisory nature in administrative/Finance and Accounts matters in a University/Research Establishment/other reputed institution of higher education.

**AGE LIMIT: 42 YEARS.**

**Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He/She is expected to handle independently one or more functions related to General Administration//Purchase/ Budget, Accounts & Finance/Project Management.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. All the direct recruits should possess working knowledge of computers.

**PERSONAL SECRETARY (54060-140540 - A.P. State 2022 Scale of Pay)****Qualifications**

(a) Master's degree with at least 55% of marks or its equivalent grade in the UGC Seven Point Scale along with a good academic record (5% relaxation in marks for SC / ST / BC/Persons with Disabilities category).

(b) Stenography (Higher) and Computer Skills with Programming

Or

(c) At least three years experience in a similar position or equivalent cadre in a Group 'B' post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities / Secretarial skills.

(d) Candidates with Law Degree will be preferred.

**AGE LIMIT: 42 YEARS.**

**Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.

2. He/ She is expected to have knowledge of University Administration/Examinations/ Accounts and Legal matters.

3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.

4. Should possess working knowledge of computers.

**ACCOUNTS OFFICER (54060-140540 - A.P. State 2022 Scale of Pay)****Qualifications**

Applicants must possess any one of the following qualifications (i) a qualified Chartered Accountant; or (ii) a qualified Company Secretary; or (iii) a qualified Cost & Works Accountant;

Or

(a) Master's degree in Commerce/Accounts or Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC Seven Point Scale along with a good academic record (5% relaxation in marks for SC / ST / BC/Persons with Disabilities category).

Or

(b) At least three years experience in supervisory or equivalent cadre in a Group 'B' post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.

**AGE LIMIT: 42 YEARS.**

**Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.

2. He/She is expected to handle independently one or more functions related to General Administration/Purchase / Accounts & Finance/Project Management/ Legal.

3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.

4. Should possess working knowledge of computers.

**JUNIOR ACCOUNTS OFFICER (44570-127480 -A.P. State 2022 Scale of Pay)****Qualifications**

Applicants must possess any one of the following qualifications (i) a qualified Chartered Accountant; or (ii) a qualified Company Secretary; or (iii) a qualified Cost & Works Accountant;

Or

(a) Master's degree in Commerce/Accounts or Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC Seven Point Scale along with a good academic record (5% relaxation in marks for SC / ST / BC/Persons with Disabilities category).

Or

(b) At least two years experience in supervisory or equivalent cadre in a Group 'B' post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.

**AGE LIMIT: 42 YEARS.**

**Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He/She is expected to handle independently one or more functions related to General Administration/Purchase / Accounts & Finance/Project Management/ Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. Should possess working knowledge of computers.

**GENERAL INSTRUCTIONS**  
Advt No. DSNLU/ NTS-01/2026

**Registration Fee:** Rs. 1,000/- (Rs. 500/- in case of SC/ST/BC/PH).

The Registration fee should be paid by way of Demand Draft drawn in favour of '**Registrar, Damodaram Sanjivayya National Law University, Visakhapatnam**' payable at Visakhapatnam or Online Payment and should be attached along with the application form. Registration fee will not be refundable.

**Note:** Candidates applying for more than one post should apply in separate application for each post along with the fee prescribed.

**HOW TO APPLY:**

1. Candidates should apply in the prescribed application form which can be downloaded from the University website [www.dsnlu.ac.in](http://www.dsnlu.ac.in) along with registration fee and the same should be sent to The 'Registrar, Damodaram Sanjivayya National Law University, "NYAYAPRASTHA", Sabbavaram, Visakhapatnam 531 035 (A.P), India' **on or before 26.02.2026 by 5.00 P.M**
2. The candidate should super-scribe on the cover "**Application for the Post of \_\_\_\_\_**".

**GENERAL INFORMATION:**

1. The State of Andhra Pradesh /DSNLU Service Rules & Regulations will apply.
2. Every effort would be made by DSNLU to recruit 'Women' candidates against the slot earmarked for them in the running roster. But, however, wherever eligible Women candidates are not available to recruit, DSNLU will have the liberty to **recruit male candidate (s)** in respective category and the next relevant slot will be reserved for 'Women'.
3. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit.
4. The candidates who have already **applied vide DSNLU Notification Advt.No.DSNLU/TS&NTS-01/2024 dated 07.06.2024 for Non-Teaching Posts** viz., Assistant Registrar, Personal Secretary and Accounts Officer, their applications will be considered. However, a copy of the latest Resume may be submitted citing the reference.
5. The list of short-listed candidates will be placed on DSNLU website about the time, date and venue of the interview and the candidates will be informed of the same through e-mail.
6. No correspondence will be entertained with applicants who are not short-listed.
7. The above posts will be governed by EPF / Contributory Pension Scheme of Government of Andhra Pradesh as applicable to the University.
8. Canvassing in any form on behalf of any candidate will lead to disqualification.
9. Incomplete, late applications **shall not be considered at all.**

10. The University reserves the right to fill or not to fill any or all of the post(s) without giving any reason whatsoever.
11. University will not be responsible for any postal delay at any stage.
12. **Government of Andhra Pradesh Age Relaxation apply as per rules (SC/ST/BC by 5 years, Disabled by 10 years).**
13. Bank details of the University for online payment:

Account No: 283710100024089  
Account Name: Registrar, DSNLU  
Bank Name: Union Bank of India  
Branch: Sabbavaram  
IFSC Code: UBIN0828378