



CHOTANAGPUR LAW COLLEGE, RANCHI

An Autonomous College of Ranchi University, Ranchi

(A B++ NAAC Accredited Institution | Regd. u/s 2(f) & 12(B) of UGC Act 1956)

NYAY VIHAR CAMPUS, NAMKUM, RANCHI (JHARKHAND) – 834010

Web: www.cnlawcollege.ac.in Email: cnlawcollegeranchi@gmail.com

Advt. No.: CNLC/ 002/2026

Date: October 12, 2026

RECRUITMENT NOTIFICATION

ADVERTISEMENT NO.: 002/2026

The Chotanagpur Law College, Ranchi (an Autonomous College of Ranchi University), established in 1954, is registered under Section 2(f) & 12(B) of the UGC Act, 1956, and is accredited with B++ by NAAC. Holding the distinction of being one of the oldest and most esteemed legal institutions in Jharkhand, applications are invited from eligible Indian citizens for the contractual post of Administrative Officer cum Public Relations Officer (PRO).

1. POST DETAILS & ELIGIBILITY CRITERIA

Parameter	Specifications & Requisite Qualifications	Remuneration / Pay
Post Name	Administrative Officer cum Public Relations Officer (PRO)	Pay: - 70,000 – 80,000/- Consolidated per month <i>{Employee Provident Fund (EPF) and other social security benefits may be admissible as per the direction of the Governing Body from time to time}.</i> <i>Additional of remuneration may be provided, subject to performance at the discretion of the GB.</i>
No. of Vacancies	01 (One Post) – Contractual basis	
Essential Qualification	Candidates must hold a Master's Degree in Business Administration (MBA) or equivalent degree with specialization in Human Resource Management (HR) with at least 55% marks (50% marks for SC/ST candidates as per applicable norms) from a recognised University / Institution.	
Medium of Instruction	Candidate must have pursued education through English medium only with demonstrated excellence in verbal and written communication skills.	
Desirable / Preferred	Priority will be given to candidates possessing dual specialization or an additional MBA degree in Finance and Marketing along with relevant institutional administrative experience.	
Reservation Policy	As per prevailing Jharkhand State Government reservation norms. Valid caste/category certificates issued by the competent authority of Jharkhand must be furnished.	

2. GENERAL CONDITIONS & INSTRUCTIONS

- The prescribed qualifications and experience are the minimum requirements; possession of these does not automatically guarantee an interview call.
- All degrees/diplomas must be obtained from UGC-recognized Universities / Institutions. Original certificates and mark sheets must be produced at the time of document verification and interview.
- Candidates currently employed in Government / Semi-Government / Public Sector Undertakings / Autonomous Bodies must submit a valid No Objection Certificate (NOC) from their employer at the time of the interview.
- CNLC, Ranchi reserves the right to restrict the number of candidates called for interview based on merit, screening criteria, and relevant experience.

5. Canvassing or influence of any kind will result in summarily disqualifying the candidate. No correspondence will be entertained regarding selection decisions.
6. CNLC, Ranchi is an equal opportunity employer, values diversity, and reserves the right to fill or not fill the advertised post without assigning any reason whatsoever.
7. If any information furnished in the application is found to be false/incorrect at any stage, candidature shall be cancelled and appointment, if made, will be terminated forthwith.
8. Incomplete applications or forms submitted without required enclosures/fee payment receipts will be summarily rejected.
9. No TA/DA will be paid for attending the personal interview or document verification process.
10. Shortlisted candidates will be notified individually regarding the exact interview schedule and reporting details via email.

3. JOB PROFILE: ROLES & KEY RESPONSIBILITIES

- **Institutional Administration & Governance:** Overseeing day-to-day administrative operations of the college, supervising non-teaching staff, coordinating institutional compliance, maintaining official records, and facilitating Governing Body / University meetings.
- **Public Relations & Media Management:** Managing internal and external communications, media liaison, institutional press releases, digital presence, branding, alumni network coordination, and university/government agency outreach.
- **Human Resource (HR) Management:** Handling staff welfare, service records, performance appraisal mechanisms, recruitment documentation, employee orientation, and leave/attendance administration.
- **Training, Internship & Campus Placement Coordination:** Organizing legal training, drafting workshops, court visits, and student internships while establishing industry linkages, MoUs, and placement opportunities with courts, law firms, corporate legal departments, PSUs, and legal institutions, alongside career counselling and professional development.
- **Event & Academic Coordination:** Organizing seminars, moot court competitions, legal aid camps, annual functions, workshops, and high-profile visits of dignitaries, judges, and academicians.
- **Liaison & Regulatory Compliance:** Acting as the institutional bridge with Ranchi University, UGC, Bar Council of India (BCI), NAAC, State Higher Education Dept., and district administration.

4. IMPORTANT STATUTORY NOTES & CONTRACT TERMS

Reservation Policy:	Tenure & Contract Period:
Jharkhand State Reservation Policy shall be strictly applicable. Candidates seeking reservation benefits must submit valid caste/category certificates issued by the competent authority of Jharkhand.	The appointment is contractual, initially for a tenure of one to three years, subject to periodic performance appraisals. Continuously satisfactory performance may lead to extensions and salary revision.
Governance & Standards:	Administrative Right to Cancel:
Appointments and service conditions shall align with institutional bylaws, Governing Body guidelines, and applicable UGC and State Government higher education parameters.	The College administration / Governing Body reserves the right to modify, amend, or cancel this recruitment advertisement (partially or fully) at any stage without assigning any reason.

5. APPLICATION PROCESS & IMPORTANT SCHEDULE

Candidates must register and submit their complete application strictly via **Online Mode Only**. Offline or postal applications will not be entertained. Ensure all testimonials, curriculum vitae, and fee deposit receipts are scanned and uploaded clearly.

Official Bank Details (Fee Remittance)	Schedule & Submission Particulars
A/C Name: Chotanagpur Law College, Ranchi	• Online Portal: www.cnlawcollege.ac.in • Application Fee: ₹ 1,000/- (Rupees One Thousand Only) • Payment Mode: Online via UPI / Net Banking / NEFT / RTGS • Last Date: 25th October 2026 (Till 17:00 Hrs IST) • Interview Date: <i>First week of November 2026 (Tentative)</i>
A/C Number: 50457755029	
Bank Name: Indian Bank	
Branch: JAC Campus Branch, Namkum	
IFSC Code: IDIB000J506	

By Order of the Governing Body

Principal / Secretary
Chotanagpur Law College, Ranchi

For Inquiries & Clarifications:

Email: cnlawcollegeranchi@gmail.com | Website: www.cnlawcollege.ac.in Campus: Nyay Vihar Campus,
Namkum, Ranchi (Jharkhand) – 834010