

Chanakya National Law University, Patna

Free Minority Coaching Programme for Judicial Services and APO
(sponsored by Minority Welfare Department, Govt. of Bihar)

Advt. No. 41/2026-27(Appt.)

Date: 30.04.2026

Call for the Applications for the position of Office Assistant and Attendant (Multi-tasking Staff)

Chanakya National Law University, Patna invites applications for the contractual position of Office Assistant and Attendant (Multi-tasking Staff) for Free Minority Coaching Programme for Judicial Services and APO sponsored by Minority Welfare Department, Govt. of Bihar vide letter no. F-1893/25 RE-16/2026.

- **Name of the Post:** Office Assistant
 - **Number of Post:** One (UR)
 - **Nature of Engagement:** On contractual basis for 06 months.
 - **Essential Qualifications:** Intermediate with at least 55% marks or an equivalent examination from a recognized board.
 - **Age Limit:** 18-35 years
 - **Monthly Emolument:** Rs. 20,000/- (Twenty Thousand only)
 - **Desirable Qualifications:** Working proficiency in MS Word, MS Excel, and MS PowerPoint; proficiency in English/Hindi typing; strong ability to manage multiple tasks, prioritize workloads, and maintain organized records and files; attention to detail to ensure accuracy in documentation and scheduling; good verbal and written communication skills for interacting with colleagues and visitors; and ability to draft emails, memos, and reports clearly and professionally.
 - **Responsibilities of Office Assistant**
The Office Assistant shall:
 - a) File, organize, and maintain records.
 - b) Maintain a clean and organized workspace.
 - c) Assist in the management of office supplies and inventory.
 - d) Answer and direct phone calls.
 - e) Coordinate travel arrangements;
 - f) Receive, sort, and distribute mail;
 - g) Greet and assist visitors;
 - h) Handling of electronic gadgets;
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- **Name of the Post:** Attendant (Multi-tasking Staff)
- **Number of Post:** One (UR)
- **Nature of Engagement:** On contractual basis for 06 months
- **Essential Qualifications:** Candidates must have passed Matriculation (Class 10) or an equivalent examination from a recognized board.
- **Age Limit:** 18-35 years
- **Monthly Emolument:** Rs. 12,000/- (Twelve Thousand only)
- **Desirable Qualifications:** ITI in Mechanical/Electrical/Proficient in Plumbing/A.C. Repairing/ Driving.

Interested candidates should upload their C.V. and relevant documents through the following Google Form Link, latest by 08th May, 2026 till 11:30 p.m.

Shortlisted candidates will be notified via email by May, 11, 2026. Interviews will be conducted on May, 12, 2026 during the afternoon shift from 2:30 PM onwards. Please bring all relevant original certificates along with one set of self-attested photocopies for document verification.

<https://forms.gle/Bpf74CTimkakwyTK6>

General Instructions:

- a. Candidates furnishing incorrect or false information will be disqualified;
- b. Original documents must be produced at the time of the interview or after selection when required;
- c. The University reserves the right to fill, or not to fill, any or all the advertised posts without providing any reasons;
- d. Bihar Reservation Rules and Regulations will apply to the candidate selection process;
- e. This position is purely contractual for six months.
- f. No Travel Allowance or Dearness Allowance will be provided to attend the selection process.

Sd/-

Dr. Kumar Gaurav

Assistant Director

Free Minority Coaching Programme-2026,
(sponsored by Minority Welfare Department,
Govt. of Bihar)
CNLU, Patna

Sd/-

Prof (Dr.) Faizan Mustafa

Director

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