



NALSAR UNIVERSITY OF LAW, HYDERABAD

Justice City, Shameerpet, Medchal District, Hyderabad – 500 101.

Ph: 040-23498104 / 105 / 164

Website: www.nalsar.ac.in Email: recruitments@nalsar.ac.in

Advt.No.3 NALSAR/Recruitments/NTS/2026

Dated: May 19, 2026

ADVERTISEMENT FOR THE POST OF CAMPUS ADMINISTRATOR

NALSAR University of Law, Hyderabad, is a premier institution of national eminence in legal education, management studies and research with its 50 acres beautiful residential campus situated in Shameerpet, Medchal-Malkajigiri District. The University invites online applications for hiring qualified Campus Administrator to a full-time post on contractual basis.

No. of positions: One (1)

Essential Qualifications:

Graduate degree in any discipline with aggregate 55% marks and above.

Desirable Qualifications:

- Post Graduate Degree/Diploma in Higher Education, Education, Student Affairs Administration, Counselling, Social Work, Human Resources, management or any related field.
- Ex-Servicemen with experience in hostel administration at school/ college/ university level.
- Experience in organising events, sports, cultural activities etc.

Essential Experience and Skills:

- At least fifteen (15) years of overall work experience in administration, student life, counselling, college-level teaching or any other comparable experience.
- A compelling vision of the role of student and campus life in the overall educational experience of students.
- Excellent interpersonal and communication skills.
- Excellent time-management and problem-solving skills, and attention to detail.
- Ability for organization and coordination;
- Excellent oral and written communication skills;
- Ability to work flexibly and willing to go beyond office hours;

Roles and Responsibilities

- Directing and overseeing the day-to-day management, maintenance, and administration of the University's student hostels;
- Directing and overseeing all fiscal, administrative, and infrastructure matters associated with the operation of the University's student hostels;
- Being available and accessible to students for discussions or concerns related to their residences and resolve them in coordination with Caretakers, facilities team and administration.
- Conducting regular hostel visits to ensure student wellbeing, safety, and compliance with hostel norms.
- Overseeing in-campus discipline of the students and coordinating regarding the same with the hostel wardens;
- Maintaining proactive, effective communications with internal stakeholders (Vice Chancellor, Registrar, Proctor, Chief Warden, Wardens, Faculty members and other staff) and with external stakeholders (parents/guardians of students, representatives of other Educational Institutions and Universities, Government and Industry Bodies and their representatives);
- Providing oversight to campus-wide student events and programs;
- Supervising various campus programmes and serving as a liaison between University administrators and student organizations, such as the student body, committees and clubs on campus;

- (i) Assisting with serious incidents/emergencies: apprising the Vice Chancellor and Registrar of any serious incidents and following established 'emergency' procedures and protocols. This includes contacting parents and medical services and handing over all relevant information and attending de-briefing sessions as required;
- (j) Be a single point of contact for all students for their welfare related matters and coordinate with Health Centre and Counsellors during emergencies.
- (k) Organising other face to face and online welfare events and activities throughout the year as required (for instance Mental Health Awareness week, support programmes, fitness activities etc.);
- (l) Organising activities which connects current students with freshers;
- (m) Undertaking any other duties within their competence which may be reasonably required from time to time;

Employment Type & Remuneration:

- Full-Time Contractual position with consolidated pay of Rs.1,50,000/- p.m.
- The selected candidate will have to stay on campus. Rent free family accommodation will be provided on campus.

Selection Process

- Stage 1: Applicants will be required to submit an online application form and requisite documents. After review, shortlisted candidates will be notified.
- Stage 2: An interview that can also involve task-based assignments.

Interested candidates are requested to fill this [Google Form](#) by **June 7, 2026**. Incomplete applications and applications received through any other mode will not be considered.

Google Form link: <https://forms.gle/mDcpFXB1P3Xbe8MJA>

Registrar (I/c)