

Project Eyalvathu Karavel - Recruitment Notification

RECRUITMENT NOTIFICATION

Tamil Nadu National Law University (TNNLU) invites applications for administrative and office roles for the **Project Eyalvathu Karavel**. This initiative aims to equip young, pro-bono focused advocates with the specialised skills required to enhance the quality of legal representation and broaden access to justice for marginalised communities. We are looking for committed professionals to drive the effective implementation of this programme purely on contractual basis.

These are full-time positions for the period **July 2026 to November 2028**.

Details of Positions:

- Project Co-ordinator – 1 Post
- Program Manager – 1 Post
- Documentation Officer – 1 Post
- Office Assistant – 1 Post
- Accountant – 1 Post

Eligibility Criteria:

Post	Project Coordinator
No. of vacancy	01
Qualification	Bachelor's degree in Law or Master's degree in Social Work, Public Policy or related fields.
Post Qualification Experience	Minimum 3 years of experience in Project Co-ordination or Project Management in relevant projects undertaken by Educational or Research Institutions.
Essential Skills	<ul style="list-style-type: none">• Strong Oral and Written communication skills in English and Tamil.• Co-ordination, Leadership and Field Management abilities.• Demonstrable experience with Project Management Tools.
Tenure	Till November 2028.
Consolidated Salary	Rs.65,000 p.m. with an Annual Increment of 10%.

Preference	Prior work experience in clinical legal education, access to justice initiatives and/or legal aid programmes.
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Post	Program Manager
No. of vacancy	01
Qualification	Bachelor's degree in Law or Master's degree in Social Work, Public Policy or a related field.
Post Qualification Experience	Minimum 1 year of experience in Project Co-ordination or Program Management in relevant projects undertaken by Educational or Research Institutions.
Essential Skills	<ul style="list-style-type: none"> • Strong Oral and Written communication skills in English and Tamil. • Co-ordination, Leadership and Field Management abilities. • Demonstrable experience with Research Tools and Methodologies.
Tenure	Till November 2028.
Consolidated Salary	Rs.40,000 p.m. with an Annual Increment of 10%.
Preference	Prior work experience in clinical legal education, access to justice initiatives and/or legal aid programmes.

Post	Documentation Officer
No. of vacancy	01
Qualification	Bachelor's degree in any discipline.
Post Qualification Experience	Minimum 2 years of experience in documentation and record maintenance including report preparation and reconciliation.

Essential Skills	<ul style="list-style-type: none"> • Ability to maintain accurate and up-to-date project records. • Strong Oral and Written Communication Skills in English and Tamil. • Proficiency in MS Word, Excel, PowerPoint and related tools.
Tenure	Till November 2028.
Consolidated Salary	Rs.35,000 p.m. with an Annual Increment of 10%.
Preference	Master's Degree in any Discipline with prior experience as an MIS / Documentation Officer in any relevant Educational or Research Institution/ Project.

Post	Office Assistant
No. of vacancy	01
Qualification	Bachelor's degree in any discipline.
Post Qualification Experience	Minimum 1 year of experience in Office Management and Maintenance in a relevant Educational or Research Institution.
Essential Skills	<ul style="list-style-type: none"> • Oral and Written Communication Skills in English and Tamil. • Operational Knowledge of Computers and office equipment.
Tenure	Till November 2028.
Consolidated Salary	Rs.20,000 p.m. with an Annual Increment of 10%.
Preference	<ul style="list-style-type: none"> • Lower Grade in Tamil and English Typewriting. • Prior experience in Governmental, Educational or Research Organisations.

Post	Accountant
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No. of vacancy	01
Post Qualification Experience	<ul style="list-style-type: none"> • Bachelor's degree in Commerce \ Accountancy. • Certification in Tally.
Experience	Minimum 1 year of experience in maintaining accurate and up-to-date accounting records in an organisation.
Essential Skills	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel, Word and PowerPoint and related tools. • Working knowledge of Accounting Software(s).
Tenure	Till November 2028.
Consolidated Salary	Rs.20,000 p.m. with an Annual Increment of 10%.
Preference	Prior experience in Governmental, Educational or Research Organisations.

Interested candidates are required to apply through the prescribed link on or before **07.06.2026**, upon payment of an application fee of Rs. 500/- towards the following account-

Account Number - 16560110029565

Name of the Account Holder -The Registrar, Tamil Nadu National Law University

IFSC Code - UCBA0003003

Bank and Branch - TNNLS Branch, Navalur Kuttapattu, Trichy-27

ACCOUNT TYPE - Savings Account

Application Forms:

Project Co-Ordinator – <https://forms.gle/BTz5suFVW4JGQnix7>

Program Manager – <https://forms.gle/hDWg6d8SbbhZETYa6>

Documentation Officer – <https://forms.gle/4i5EtLter1p1Nfji9>

Office Assistant – <https://forms.gle/9PK8eqRFWTWG4JS97>

Accountant – <https://forms.gle/C9q9Bio5ZQBegyV59>

Note:

1. Candidates applying for more than one position are required to submit separate applications through the respective links and pay the prescribed application fee for each application.
2. Eligible candidates shall be shortlisted following detailed scrutiny of the applications received, assessing the qualifications, experience and overall suitability for the role. Only those applicants who meet the prescribed criteria will be considered for further stages of the selection process. Shortlisted candidates will be duly notified of the subsequent rounds, including the nature and schedule of the selection process, through their registered email ID.
3. The University reserves the right to modify, amend, or withdraw this notification at any stage. It also reserves the right not to fill any of the advertised positions if suitable candidates are not found, and to relax or modify the prescribed qualifications and requirements in the interest of identifying appropriate candidates.
4. The application fee, once paid, shall not be refunded or adjusted under any circumstances.

For queries write to projectek@tnnlu.ac.in or contact Mr. Nideesh Kumar T V, Faculty Co-Ordinator, Project Eyalvathu Karavel at 9942566901.