

**Centre for Child Rights**  
**National Law University Odisha**  
**Recruitment of Personnel to Juvenile Justice Committee**

**Programme Coordinator (Juvenile Justice Committee)**

**Responsibilities**

1. To administrate the Secretariat of Juvenile Justice Committee as per the direction of the Secretary Juvenile Justice Committee of the High Court of Judicature, Orissa High Court, Cuttack
2. Coordinate with UNICEF, line departments including the Judicial Officers to ensure the instructions of the Juvenile Justice Committees are complied with and submit the follow up report to the Chair, Juvenile Justice Committee through the Secretary, Juvenile Justice Committee
3. Coordinate with NLUO and Judicial Academy in matters relating to capacity building programmes
4. Juvenile Justice Committee Newsletter
5. Follow-up on the minutes of the meeting of Juvenile Justice Committee and report to the Chair, Juvenile Justice Committee through the Secretary, Juvenile Justice Committee
6. Collection of data from JJBs and Children's Courts and compilation of data
7. Documentation on best practices and case laws
8. Any other work assigned by the Juvenile Justice Committee

**Qualification**

A person who possess the following are eligible to apply

- i. Post graduate in any discipline with LLB
- ii. Minimum of five years of experience in the area of child/human rights
- iii. Well conversant in computer application
- iv. Commanding communication and writing skill in English
- v. Reading and writing skills in Oriya and Hindi is essential
- vi. Applicant shall not have completed 45 years of age on the date of advertisement

**General Terms and conditions**

1. Applicant desires to apply for one or more position should submit separate application to each post
2. A Demand Draft of Rs. 1000/- (Rupees One Thousand only) towards application fee drawn in favour of "**Registrar – National Law University Odisha, Cuttack** is also to be enclosed along with the application form.
3. Application fees once paid shall not be refunded under any circumstances.

4. Applications incomplete in any respect and those received after the last date shall not be entertained.
5. Interested candidates are required to apply in the prescribed format. Format may be downloaded from University website [www.nluo.ac.in](http://www.nluo.ac.in).
6. Duly filled in application form along with the relevant supporting documents & CV should be sent to **Registrar, National Law University Odisha, Cuttack, Kathjodi Campus, CDA, Cuttack -753015 within 21 days from the date of advertisement**. The University shall not be responsible for any postal delay. Applications received after the stipulated date will not be considered.
7. **Only shortlisted candidates will be called for interview through email**
8. No TA/DA will be paid for attending the interview.
9. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.