



**NATIONAL LAW UNIVERSITY, ODISHA**  
(established by Act 4 of 2008)

Application Form for Non - Teaching Position					
<b>National Law University, Odisha</b> <b>Kathjodi Campus, Sector - 13, CDA,</b> <b>Cuttack – 753015,</b> <b>Ph: 0671-2338018</b> <hr/> <b>Advertisement No. ....</b>		<b>Registration Number</b> <b>(For Office use Only)</b> <hr/>		<b>Paste your recent, color, passport size photograph here</b>	
*1. Details of Bank payment ( <i>Optional, Please check the relevant Advertisement</i> )					
DD Number	Date	Amount	Name of the Bank	DD issuing branch's name	
Providing the information sought below with * symbol are compulsory. Failing which the application may get rejected.					
*2.	Name of the post applied for				
3.	Applicant's area of specialization (Applicant's area of specialization must be relevant to the area of specialization notified in the advertisement)				
<b>Personal Details</b>					
*4.	Name (in Capital Letters)	First Name		Middle Name	Surname
*5.	Date of birth	Day	Month	Year	Age as on date of advertisement
6.	Place of birth	City / Village/State/Country			
*7	Email Id				
*8.	Father's name				
*9.	Mother's name				
*10	Nationality				
*11	Gender Male / Female/Others				
*12	Community/Category (delete the ones not applicable)	Gen/SC / ST / OBC / Other Categories			
		If other category:- Give details _____			
13.	Marital status	a. Married / Unmarried			
		b. If married, name of spouse _____			
*14	If physically disabled, indicate the relevant particulars	If applicable, Write 'yes'		Percentage of Disability	S.No. of Proof enclosed
a.		Blindness or low vision:			
b.		Hearing impairment			
c.		Locomotor disability or cerebral palsy (includes all cases of orthopaedically handicapped)			

**\*15. Educational qualifications (Attach additional pages, if required)**

	Name of the course	Name of the Board / University	Month & Year passed	Division	% of Marks	CGPA (if grading is applicable)	Subjects studied	S.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10 <sup>th</sup> Class/ equivalent								
10 + 2 /equivalent								
Bachelor's Degree								
Master's Degree								
Ph.D								
Indicate specifically whether Ph.D. degree has been awarded:				Yes / No				
Any other Exams passed								

**\*16. Chronological list of experience (Starting with current position/ employment)**

Designation & scale of pay	Name & address of employers	Period of Experience			Nature of work/duties	S.No. of proof enclosed
		From date	To date	No. of years /months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

17. Academic distinctions		S.No. of Proof enclosed
Name of the Academic Course / Body	Academic distinction obtained	

*18. References (Three)			
Names & complete postal addresses	Referee – 1	Referee-2	Referee-3
Email:			
Phone(Landline) with STD Code:			
Mobile Ph:			
Fax:			

*19. Present position						
Designation	Name of the University/ Institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (Date/Month)	S.No. of proof enclosed

20. Any other information/ qualification relevant to the post applied for :



*21. Candidate's Name & Address for correspondence:		
	Mailing address	Permanent address
Name		
Complete Address with pin code		
Phone/Mobile No. (Landline with STD code)		
Email:		

**22. List of self attested testimonials attached (original to be produced at the time of interview).  
Please tick the ones applicable**

- i. Matriculation marksheet / certificate
- ii. Intermediate(10+2)/equivalent marksheet / certificate
- iii. Batcher's Degree/equivalent. (Final) marksheet/ degree
- iv. Master's Degree/equivalent (Final) marksheet/ degree
- v. Final marksheet/ degree of any other exams passed (e.g.M.B.A/C.A/C.S/I.C.W.A.I, etc.)
- vi. Ph.D. / D.Phil degree
- vii. Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)
- viii. Experience certificate
- ix. Recommendation letter(s) x. Award (s) / Fellowship (s)

Total Number of above self attested testimonials attached \_\_\_\_\_(in words)

N.B. Applications without the above self attested testimonials (applicable to the candidate) will not be entertained.

**23. Declaration**

I, \_\_\_\_\_son/daughter of \_\_\_\_\_  
hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council meetings, my candidature / appointment may be cancelled by the University.

Signature of the applicant

\_\_\_\_\_  
\*Name as signed (in BLOCK LETTER  
\*Application not signed by the candidate  
Liable to the rejected

**24. Endorsement by the EMPLOYER**

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in permanent / contract or temporary capacity)

**Forwarded to the National Law University, Odisha, Kathjodi Campus, Sector - 13, CDA, Cuttack – 753015, Ph.:0671-2338018**

The applicant Dr./Mr./Mrs/Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the National Law University, Odisha has been working in this organization namely \_\_\_\_\_ in the post of \_\_\_\_\_ in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay for Rs. \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His / Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the National Law University, Odisha.

**(Signature of the forwarding officer)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal**