

## General Instruction

1. **Applicants must apply on prescribed form available on website.** Applications received in any other form than prescribed form shall be rejected.
2. The envelope should be **super-scribed** as “Application for the post of Registrar”.
3. **Only shortlisted candidates shall be called for interview.** The university reserves its right to place reasonable limit on the total number of candidates to be called for interview and fulfillment of essential qualifications per se does not entitle a candidate to be called for interview.
4. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
5. Higher initial pay may be given to exceptionally qualified and deserving candidates.
6. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master’s level in the case of SC/ST/Physically handicapped candidates.
7. The application form duly filled in the prescribed form must reach the office of the Registrar on or before the **last date i.e. 1<sup>st</sup> June 2023 till 5 PM on following address:**  
**Registrar**  
**National Law University Odisha**  
**Kathajodi Campus, Sector 13 CDA-Cuttack-753015, Odisha**
8. Applications received after this date shall not be included in the selection process.  
**Applications received through emails shall not be considered.**
9. Applicants serving in Government/Semi-Government organizations/Public Sector. Undertakings/ Autonomous Bodies must send their applications **Through Proper Channel.** The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
10. Candidates shall have to produce original documents at the time of appearing for Interview.
11. Canvassing in any form may lead to cancellation of candidature.
12. **Incomplete applications** or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate or without DD etc.) shall be **out- rightly rejected.** No correspondence shall be done in this respect.

## Notes

1. University reserves the right not to fill up the vacancy advertised if the circumstances so warrant.
2. Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee.
3. No TA, DA, accommodation will be provided for attending the selection process.