



# NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

(Established by Odisha Act IV of 2008)  
Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha  
[Accredited with 'A' Grade by NAAC]

## **Notification for Recruitment** **Advt No.: NLUO/FR/NT-002/12-05-2023**

### **GENERAL INSTRUCTIONS FOR THE ADMINISTRATIVE POSTS**

1. Application form duly filled in all respects by the candidate must be supported by self-attested copies of all certificates, Mark Sheets, evidence of experience and publications and production of certificates supporting the experience and educational qualifications, certificate containing the date of birth, etc.
2. Incomplete application form without signature of candidate or without the prescribed fee or the required documents shall be summarily rejected.
3. **The University reserves the right:**
  - (i) to create a panel for future appointment(s) in the event of non- joining of candidate(s) or resignation within the stipulated time.
  - (ii) to consider the applications received after the last date; but eligibility will be determined as on the last date of submission of application.
  - (iii) to consider "in-absentia" those who may have applied but are not able to appear for the interview;
  - (iv) to consider candidates applying from abroad or from PwD/SAP category for online interview; and
  - (v) not to fill up any of the advertised positions.
4. Qualifications and other conditions applicable for the administrative posts shall be governed as per the National Law University Odisha Recruitment and Promotion Regulations (Administrative Employees) 2023 and as amended from time to time.
5. Reservations (SC, ST, SEBC) for the posts are available only for the candidates who have domicile of Odisha and the Caste certificate needs to be obtained from the competent Authority in the State of Odisha only.
6. Candidates belonging to SC/ST/SEBC/PwD category must submit appropriate certificates issued by the competent authority in the State of Odisha only. Those who fail to submit the required certificate(s) will be treated as General Category, subject to fulfilment of other terms and conditions.
7. Horizontal Reservation for women and PwD candidates shall be provided as per norms.
8. The candidates applying under PwD/SAP Category are required to submit the

Disability Certificate issued by competent authority in the format prescribed by Government of India for this purpose.

9. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.
10. Separate Application Form is required to be filled up for each post, in case the candidate is applying for more than one post.
11. The eligibility of the candidates will be determined on the basis of qualifications acquired by them up to the last date fixed for receipt of applications.
12. 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.
13. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent error in the process of selection that may be detected even after issue of appointment letter.
14. The University shall verify the antecedents or documents submitted by a candidate at any 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 undesirable / clandestine antecedents and has suppressed the said information, then her / his service shall be terminated.
15. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate or any inadvertent error on the part of the University. Person who may be selected / appointed based on wrong information supplied by the candidate may be terminated at any stage.
16. The University reserves the right to alter / insert any corrections / additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of the applications, for which the candidates are advised to be on the lookout for announcements on the NLUO website.
17. The University reserves the right to disqualify any candidate who attempts to lobby or canvas to influence the selection process.
18. The University will not be responsible for non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.

19. Applicant serving in Government / Semi – Government organisations / Public Sector Undertakings / Autonomous bodies must send their applications **through proper channel (or else they have to submit No objection Certificate at the time of appearing for the Interview).**
20. Candidates shall have to produce original documents at the time of appearing for interview.
21. The applications should reach the University at the address given below on or before the last date mentioned in the advertisement i.e. **2.06.2023.**
22. A candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Vice-Chancellor or any other competent authority of the University, must apply afresh by following the procedure.
23. Candidates are advised to submit their applications well in time and should not wait for the last date of receipt of applications. The University will not be responsible for postal delays etc. and no correspondence/queries will be entertained from candidates on this account.
24. Incomplete applications without Demand Draft or without relevant supporting enclosures (self- attested copies of degree / certificates / mark sheets / experience certificates / caste certificates etc.) will be rejected at the threshold.

### **HOW TO APPLY:**

Application Form may be printed/downloaded by the candidates from the NLUO website <http://www.nluo.ac.in> and the duly filled-in application form may be submitted along with the demand draft of Rs. 1000 for the post of Doctor and Rs. 500/- for the post of Office Assistant in case of General category and SC/ST/SEBC/PwD categories (drawn in favour of **Registrar, National Law University Odisha, payable at Cuttack**) to the Registrar, National Law University Odisha, Kathjodi Campus, CDA-13,Cuttack-753 015, E-mail ID: [registrar@nluo.ac.in](mailto:registrar@nluo.ac.in)

### **Important Points:**

- Candidates shall have to produce original documents at the time of appearing in Interview.
- The decision adopted by the University authorities at any stage of the selection process will be final and binding
- No TA/DA/Accommodation will be provided to any candidates for appearing in written test or interview.

Sd/-  
**Registrar**