

**Instructions to the Candidates Shortlisted to appear for the
Interview for the Position of Office Assistant scheduled to be held
on May 2, 2023, at 10:00 A.M.**

Ref: Advt No.: NLUO/NT-R-001/10-01-2023

The candidates who have been found eligible for the post of Office Assistant after scrutiny of their application and screening attachments are required to appear for the interview scheduled to be held on May 2, 2023, at 10:00 A.M.

Call letters have already been sent to the shortlisted Candidates in the email ids as given by them in the application form to appear for the Interview for the Position of Office Assistant at NLUO.

The schedule for the same is as follows:

	Date	Time	Venue
Interview	02.05.2023	10 AM	NLUO

The candidates are required to report to the following address on the specified dates and time:

Interview:

Date: May 2, 2023

Time: 10 A.M.

Venue: Administrative Building, National Law University Odisha,
Kathjodi Campus, C.D.A., Sector - 13, Cuttack - 753015

Candidates are requested to carry the following documents with them for the interview:

- Copy of the email communication sent to their email id.
- Valid photo identification proof (Aadhar Card, Passport, Voter ID, etc.).
- Originals of educational certificates and mark sheets.
- Originals of experience certificates.

Any other relevant documents as mentioned in the original job advertisement.

Kindly note that the interview will assess your knowledge, skills, and abilities related to the Office Assistant position and it will further evaluate your suitability for the role.

The selection process will be conducted as per the rules and regulations of the organization, and the decision of the selection committee shall be final.

Please note that, the University will not provide any TA/DA or accommodation for attending the selection process. No request pertaining to change of interview date or venue shall be entertained by the University.

Candidates are requested to check their email inbox as well as their spam folder for the call letter sent to their given email id. They are also requested to visit the career section of the University on www.nluo.ac.in regularly till the completion of the selection process for any updates. University will not be responsible if any candidates will miss the interview for oversight or have not received the email because of the wrong email id given at the time of filling the application form.

Please contact us at jobs@nluo.ac.in in case of any queries.

Sd/-

Registrar