



NATIONAL LAW UNIVERSITY ODISHA

APPLICATION FORM FOR THE POST OF OFFICE MANAGER

For the Prison Advocacy Project (2024-2027) funded by the Azim Premji Foundation

1. Name (in Block Letters) :
2. Father's Name :
3. Mother's Name :
4. Marital Status :
5. Spouse's Name if Married :
6. Date of Birth :
7. Gender :
8. Nationality :
9. Caste : SC ST SEBC GEN
10. Current Designation :
11. Current Pay (per month) :
12. Address for correspondence (with Pin Code):
13. Permanent Address (with Pin Code) :

14. Contact Number :

15. E-Mail :

16. Academic Qualifications :

Qualification	Name of the Degree	Subjects	Name of the University/ Institution	Month and Date of Degree awarded	Percentage of Marks	Division
Post-Graduation						
Graduation						
+2						
10 th						
Other						

17. Professional Experience (in reverse chronological order)

Designation	Name of Employer	Nature of appointment (Regular/ Contractual/Temporary/ Ad hoc)	Nature of Duties	Date of		Monthly Salary	Reason for leaving
				Joining	Leaving		

18. Describe prior experience in working for a Research Project, if any:

19. Knowledge and Skill in MS Office and Google

MS Word	Bad/Average/Good/Very Good
MS Excel	Bad/Average/Good/Very Good
MS Power Point	Bad/Average/Good/Very Good
Goggle Sheets	Bad/Average/Good/Very Good
Google Docs	Bad/Average/Good/Very Good
Google Slides	Bad/Average/Good/Very Good
Google Forms	Bad/Average/Good/Very Good

20. Special contribution, recognition, Achievement or any other relevant information
(Attach annexure):

21. Language Proficiency

Language	Reading Capacity	Writing Capacity	Speaking Capacity
Odia	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good
English	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good
Hindi	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good
Any other Language	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good
Any other Language	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good	Bad/Average/Good/Very Good

22. Driving skills (if any)

Two Wheeler	Yes/No
Four Wheeler	Yes/No

23. Other Relevant Information

Please give details of any other significant contributions not included above.

Sr. No.	Details

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled proforma.

Signature of the Applicant

Place:

Date: