



## **NATIONAL LAW UNIVERSITY ODISHA, CUTTACK**

(Established by Odisha Act IV of 2008)

Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha

### **CALL FOR APPLICATIONS: OFFICE MANAGER**

National Law University Odisha is inviting applications on contract for a period of **3 years** for the post of **ONE Office Manager** for its **Prison Advocacy Project** supported by a grant from the Azim Premji Foundation for providing *Quality Legal Aid to undertrials for timely bail and release* in four chosen prisons of Odisha namely Choudwar Circle Jail, Bhubaneswar Special Jail, Khurda District Jail and Banki Sub-Jail. The notified posts are

#### **Responsibilities of the Office Manager:**

- ✓ This is a full-time paid position based in National Law University Odisha, Cuttack.
- ✓ Will be responsible for maintaining the Project Office.
- ✓ Will maintain all the project records, files and documentation.
- ✓ Will provide secretarial assistance to all project fellows in official correspondence and in filing of cases.

#### **Requisite Qualifications:**

- ✓ Graduate with 1<sup>st</sup> Class from a recognized institute.
- ✓ Diploma in Computer Application from a recognized institute.
- ✓ Proficiency in reading, writing and speaking Odia.
- ✓ Ability to read, write and speak English.
- ✓ Familiarity with the use of MS-Office, emails and the internet.

#### **SELECTION PROCESS :**

Only Shortlisted candidates will be called for interview. The interview process may include written/skill tests on the day of interview. The candidates are advised to check the website regularly for updates.

**Salary :** The Office Manager will be paid a salary of INR 30,000 per month with an annual increment of 10 percent. In addition to the salary, the selected candidate will be paid telephone charges of upto INR 500 per month.

#### **OTHER TERMS AND CONDITIONS**

- ✓ The appointments are not against any regular post and are limited to the duration of the project. The appointments shall not confer any right for permanent/regular job or absorption in the University.

- ✓ The appointments are for the specified project only.
- ✓ The appointments are for duration of **3 (Three)** years and the nature of appointment is contractual.
- ✓ In case of unsatisfactory performance, the contract can be terminated by the University before the expiry of three years.

## APPLICATION PROCESS

- ✓ The filled-up application form along with necessary documents and a Demand Draft of Rs. 500/-drawn from any scheduled bank in favor of Registrar, National Law University, Odisha payable at Cuttack should be sent to **Registrar, National Law University Odisha, Kathajodi Campus, CDA-13, Cuttack-753015**, on or before **5<sup>th</sup> December 2024**.
- ✓ Soft copies of the filled-up application forms, necessary documents and demand draft should also be sent by email to [jobs@nluo.ac.in](mailto:jobs@nluo.ac.in) on or before **5<sup>th</sup> December 2024**.
- ✓ The application form will be accessible in the University website from **17<sup>th</sup> November 2024**.
- ✓ The last date for applying for all the above-mentioned posts is **5<sup>th</sup> December 2024**.
- ✓ Only short-listed candidates will be called for Interview.
- ✓ No TA/DA will be given for attending the Interview.
- ✓ For any updates please visit University website regularly, no separate communication will be made to the candidates.