



NATIONAL LAW UNIVERSITY, ODISHA

(established by Act 4 of 2008)

सत्यमेव जयते धर्मः

Application Form for Administrative Position									
National Law University, Odisha Brajbiharipur, Sector - 13, CDA, Cuttack – 753015, Ph: 0671-2121516 <hr style="border: 0; border-top: 1px dashed black;"/>				Registration Number (For Office use Only) <hr style="border: 0; border-top: 1px dashed black;"/>		Paste your recent passport size photograph here			
Advertisement No. D.D. No.....									
1. Name of the post applied for									
2. Applicant's area of specialization (Applicant's area of specialization must be relevant to the area of specialization notified in the advertisement)									
3. Personal Details									
4. Name (in Capital Letters)		First Name		Middle Name		Surname			
5. Date of birth		Day		Month		Year			
						Age as on date of advertisement			
6. Place of birth		City / Village			State		Country		
7. Father's name									
8. Mother's name									
9. Nationality									
10. Gender		Male / Female / Other							
11. Community/Category (delete the ones not applicable)		Gen/SC / ST / SEBC / PwD / Other Categories If other category:- Give details							
12. If physically disabled, indicate the relevant particulars				If applicable, Write 'yes'		Percentage of Disability		S.No. of Proof enclosed	
a. Blindness or low vision:									
b. Hearing impairment									
c. Locomotor disability or cerebral palsy (includes all cases of orthopaedically handicapped)									

13. Educational qualifications (Attach additional pages, if required)								
	Name of the course	Name of the Board / University	Month & Year passed	Division	% of Marks	CGPA (if grading is applicable)	Subjects studied	S.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10 th Class/ equivalent								
10 + 2 /equivalent								
Bachelor's Degree								
Master Degree								
Any other Exams passed	Subject/discipline			Roll No		Year		Position/rank if any

14. Chronological list of experience starting from current position/ employment						
Designation & scale of pay	Name & address of employers	Period of Experience			Nature of work/duties	S.No. of proof enclosed
		From date	To date	No. of years /months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

15. References (Three)			
Names & complete postal addresses	Referee – 1	Referee-2	Referee-3
Email:			
Phone(Landline) with STD Code:			
Mobile Ph:			
Fax:			

16. Present position (If any)						
Designation	Name of the University/ Institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (Date/Month)	S.No. of proof enclosed

17. Any other information/ qualification relevant to the post applied for :

18. Candidate's Name & Address for correspondence:			
	Mailing address		Permanent address
Name			
Complete Address with pin code			
Email:	Phone No. (Landline with STD code)	Mobile No.	Fax No.

**19. List of self attested testimonials attached (original to be produced at the time of interview).
Please tick the ones applicable**

- Matriculation marksheet / certificate
- Intermediate marksheet / certificate
- B.A. / B.Sc. / B.Com. (Final) marksheet/ degree
- M.A./ M.Sc. / M.Com./ MBA (Final) marksheet/ degree
- M.Phil. degree (if applicable)
- Ph.D. / D.Phil degree (if applicable)
- Caste Certificate issued by the Competent Authority (SC/ST/SEBCetc)
- Experience certificate
- Recommendation letter(s)
- Award (s) / Fellowship (s) (if applicable)

Total Number of above self attested testimonials attached _____(in words)

N.B. Applications without the above self attested testimonials (applicable to the candidate) will not be entertained.

20. Declaration

I, son/daughter of _____

hereby declare that all the statements and entries

Signature of the applicant _____

*Name as signed (in BLOCK LETTER

*Application not signed by the candidate

Liable to the rejected

21. Endorsement by the EMPLOYER (If employed)

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in case of in-service candidate whether in permanent / contract or temporary capacity)

Forwarded to the National Law University, Odisha, Brajbiharipur, Sector - 13, CDA, Cuttack – 753015, Ph.:0671-2121516

The applicant Dr./Mr./Mrs/Ms./Mr. _____, who has submitted this application for the post of _____ in the National Law University, Odisha has been working in this organization namely _____ in the post of _____ in a temporary / contract / permanent capacity with effect from _____ in the Scale of Pay for Rs. _____. He/She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the National Law University, Odisha.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place : _____

Seal

Date: _____

