



NATIONAL LAW UNIVERSITY ODISHA

NLUO ALL INDIA ENTRANCE TEST (NAIET) – 2025

LL.B.(3 Yr.)

Date: May 23, 2025

NOTIFICATION INSTRUCTIONS FOR THE ADMISSIONS COUNSELLING PROCESS

These Instructions will guide you through the Admissions Counselling Process for admissions to the three-year LL.B. and Ph.D. programmes commencing in the Academic Year 2025-2026 at National Law University Odisha (NLUO).

To participate actively and successfully in the Admissions Counselling Process kindly follow the steps set out below:

1. Registration for the Admissions Counselling Process

- 1.1 Eligible Candidates will be invited to participate in the Admissions Counselling Process in accordance with the rank list and the admissions matrix provided by NAIET-2025, NLU Odisha.
- 1.2 Shortlisted candidates will receive:
 - 1.2.1 an email invitation to participate in the Admissions Counselling Process at their registered email address;
 - 1.2.2 an invitation on their NAIET- 2025 portal;
- 1.3 Candidates must login to their account on the website <https://admissions.nluo.ac.in/> of the NLUO and validate that they have been invited for counselling during each round. The NLUO shall not be responsible for any undelivered emails.
- 1.4 Registrations for the Admissions Counselling Process will:
Open at **10:00 A.M.** on **May 27, 2025**
and
Close at **10:00 P.M.** on **June 3, 2025**
- 1.5 To complete their registration for the Admissions Counselling Process Candidates must pay the Counselling Registration Fee by **10:00 PM** on **June 3, 2025** as set out below:

Candidates from the General Category: **Rs. 30,000/-** (Rupees Thirty thousand only)
Candidates from the ST/ SC / PWD categories are required to pay **Rs. 20,000/-** (Rupees Twenty thousand only)

Candidates will have to mandatorily provide their bank account information, which will be used to issue refunds (if any). Please provide valid bank account information which will be active until the refund process is completed.



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- 1.5.1 Payments can only be made online after logging in to the NLUO ADMISSION portal.
- 1.5.2 The Counselling Registration Fee for the admissions counselling process is **refundable** - please refer to **para 4 below** for details on refund of the Counselling Registration Fee.
- 1.6 To register for the Admissions Counselling Process you need to:
 - 1.6.1 Login to your Admission account.
 - 1.6.2 Click the '**Make Payment**' button; (the Make Payment button will be visible only if you have been selected for the Admissions Counselling Process).
 - 1.6.3 Complete the payment of the Counselling Registration Fee;
 - 1.6.4 Wait till you see a '**Payment Successful**' message before logging out;
 - 1.6.5 Candidates are advised not to wait till the last minute to make payments to avoid payment-related issues;
 - 1.6.6 Any requests to make the payment after the last date for registration, i.e., **10:00 PM on June 3, 2025** will not be considered;
 - 1.6.7 The University will not be responsible for any issues relating to payments.
- 1.7 Only candidates who have successfully completed the registration process for the Admissions Counselling Process will be considered for the allotment of seats.
- 1.8 Registration for the Admissions Counselling Process does not guarantee admission at the member NLUO in any manner.
- 1.9 Candidates who have not been allotted a seat in any round of the Admissions Counselling Process may be allotted a seat during subsequent rounds against any vacancies that open up in a particular category.

2. Admissions Counselling Process

Each candidate who has been allotted a seat at any NLUO may exercise any of the 'Freeze', or 'Exit' options in a counselling round based on the conditions set out below:

- 2.1 **Freeze option:** If the candidate is accepting with the allotted seat, they may '**Freeze**' the seat allocation.
 - 2.1.1 In order to 'Freeze' their seat in the **First, Second** or **Third** round of counselling, the candidate must pay the **Confirmation Fee** within the stipulated time in the Admissions Counselling Calendar in **para 7 below**.
 - 2.1.2 A candidate who selects the Freeze Option and pays the Confirmation Fee (in the **First** or **Second** or **Third** round) will NOT be considered in subsequent rounds of counselling.
 - 2.1.3 A candidate who selects the Freeze Option in the **First** or **Second** or **Third** round of counselling must pay the remaining University Fee (after adjusting the Counselling Registration Fee and Confirmation Fee) to the NLUO by **July 2, 2025**.
- 2.3 **Exit option:** If at any time after completing the Registration Process, a candidate does



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not want to participate any further in the Counselling Process, they may choose to ‘**Exit**’ the Admissions Counselling Process. If a candidate has chosen a Freeze Option prior to the Exit option, the seat allocated to them will be reallocated and the Confirmation Fee will be forfeited. No candidate will be allotted a seat after choosing the Exit option.

2.4 **Confirmation Fee:** An eligible candidate who has been allotted a seat will be required to pay a non-refundable Confirmation Fee of Rs. 20,000/- (Rupees Twenty thousand only) prior to selecting a ‘Freeze’ option in the **First, Second** and **Third** rounds of counselling. A candidate needs to pay the Confirmation Fee only once in the entire Admissions and Counselling Process.

2.5 If a candidate who has completed the Registration Process and has been allotted a seat does not exercise any of the options listed above within the specified time in the particular round of the Admissions Counselling Process, they will be considered to be “**Not Interested**” in the Admission Counselling Process. As a result:

2.5.1 Their candidature will not be considered for admission.

2.5.2 They will lose the currently allotted seat.

2.5.3 Their name will be removed from the Admissions Counselling Process.

2.5.4 They will not be considered in the subsequent lists.

2.6 All candidates are advised to note that seat allotment through the Admissions Counselling Process is provisional in nature and subject to final verification and validation by the NLUO.

3. Rounds of Admissions Counselling

3.1 There will be **THREE** rounds of admissions counselling. Please refer to the Admissions Counselling Calendar **in para 7** below for the schedule.

3.2 All available seats will be allotted to the next eligible candidates at this point.

4. Refund of the Counselling Registration Fee:

4.1 If any candidate:

4.1.1 Is not allotted a seat at the end of the **THREE** round of the Admissions Counselling Process by the NLUO; or

4.1.2 Has not chosen the Freeze option and exited the Counselling Process, the Counselling Registration Fee will be refunded.

4.2 Where a candidate has been allotted a seat, and has chosen Freeze option, and then subsequently chooses to Exit or fails to complete their admission at NLUO by paying



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their fees then their Counselling Registration Fee will be refunded after a deduction of Rs. 5,000/- (Rupee Five thousand only).

- 4.3 If a candidate is found ineligible by an NLU based upon the verification of documents/information provided by them, an amount of Rs. 5,000/- (Rupees Five thousand only) will be deducted and the remaining Counselling Registration Fee will be refunded.
- 4.4 Refunds will be facilitated to the same account from which the Counselling Registration Fee was paid.
 - 4.4.1 Candidates have to ensure that their given bank accounts are functional during the course of the counselling process / refund process.
 - 4.4.2 Requests to settle refunds to another account will not be considered.
- 4.5 The Confirmation Fee paid by any candidate shall be adjusted against the fees payable at the NLUO. In the event that a candidate chooses the Exit Option, or fails to pay the fees due at the NLUO within the prescribed date, or is found ineligible by an NLUO based upon the verification of documents/information provided by them, the Confirmation Fee shall not be refunded.

5. Required Documents for the Admissions Counselling Process:

- 5.1 Candidates are requested to keep a soft/scanned of the following documents ready for upload for the Admissions Counselling Process:
 - 5.1.1 **For the LL.B. 3 year Programme:**
 - 5.1.1.1 Grade 10 statement of marks*
 - 5.1.1.2 NAIET-2025 Admit Card*
 - 5.1.1.3 Graduation statement of marks
 - 5.1.1.4 Character Certificate/Conduct Certificate from the Educational Institution last attended
 - 5.1.1.5 Transfer/Migration Certificate from the Educational Institution last attended
 - 5.1.1.6 Caste Certificate (SC, ST, OBC, etc.) if applied and allotted under the Reserved category of seats.*
 - 5.1.1.7 PwD/SAP Certificate, if applied and allotted under the PwD category*
 - 5.1.1.8 Domicile/Residence Certificate, if applied and allotted under the domicile/resident category seat*



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5.1.1.9 Any other supporting documents to claim your seat for the category you have applied.

6. Fee Payment at NLUO

- 6.1 All candidates who have selected the Freeze option in the first, second or third round of counselling must pay the balance of University Fees (after adjusting for the Counselling Registration Fee and Confirmation Fees already paid) as prescribed by the NLUO by **July 2, 2025**. Any such candidate who fails to pay their balance University Fees by this date will be deemed to have chosen the Exit option and will forfeit their seat and the Confirmation Fee. He / She will receive a refund of the Counselling Registration Fee after a deduction of Rs. 5,000/- (Rupee Five thousand only).
- 6.2 In case any discrepancy is found in the documents submitted, the concerned NLUO reserves the right to reject the admission of a candidate.



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7. Admissions Counselling Calendar

S.No.	Particulars	Schedule
1.	Registration for Admissions Counselling (including payment of Counselling Registration Fee)	10:00 A.M., May 27, 2025 to 10:00 P.M., June 3, 2025
2.	Publication of First Allotment List (First round of counselling starts)	June 7, 2025 at 10:00 A.M.
3.	Payment of Confirmation Fee to NLUO for Freeze option and Admission by NLUO for the First Allotment List	10:00 A.M. on June 7, 2025 to 1:00 P.M. June 11, 2025
4.	Publication of Second Allotment List (Second round of counselling starts)	10:00 A.M. on June 13, 2025
5.	Payment of Confirmation Fee to NLUO for Freeze option and Admission by NLUO for the Second Allotment List	10:00 A.M. on June 13, 2025 to 1:00 P.M. on June 18, 2025
6.	Publication of Third Allotment List (Third round of counselling starts)	10:00 A.M. on June 21, 2025
7.	Payment of Confirmation Fee to NLUO for Freeze option and Admission by NLUO for the Third Allotment List	10:00 A.M. on June 21, 2025 to 1:00 P.M. on June 25, 2025
8.	Payment of University Fee (after adjusting for Confirmation Fee and Counselling Registration Fee) to NLUO concerned for all candidates who have chosen the Freeze Option in the counselling process for First, Second & Third Allotment Lists (first, second & third rounds of counselling)	July 2, 2025

Admission Committee
National Law University Odisha