

## Annexure – II

### **GENERAL INSTRUCTIONS**

1. Application form duly filled in all respect by the candidate must be supported by self-attested copies of all certificates, Mark Sheets, evidence of teaching/research experience and production of LL.M./M.A./M.Phil/Ph.D./NET certificates, copies of reprints of published articles, certificate containing the record of date of birth, etc.
2. Incomplete application form without signature of candidate or without the prescribed fee or without the required certificates supporting qualifications and experience shall summarily be rejected.
3. **The University reserves the right:**
  - (i) to draw panel(s) for future appointment(s) in the event of non-joining of candidate(s) within the stipulated time.
  - (ii) to consider the applications received after the last date; but eligibility will be determined as on the date of the advertisement.
  - (iii) to consider candidates applying from abroad or from SAP/PC category for Skype interview; and
  - (iv) not to fill up any of the advertised positions.
4. Qualifications and other conditions applicable are as prescribed in UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 and as amended from time to time.
5. The period of time spent by the candidates to acquire M.Phil and/or Ph.D. Degree shall not be considered as research experience.
6. Reservations of posts shall follow Govt. of Odisha Reservation Policy.
7. Relaxation in educational qualifications, experience, age to the reserved category candidates will be permissible as per Government of India rules.
8. Candidates belonging to SC/ST/SEBC category must submit appropriate certificates issued by the competent authority as per the format prescribed by the Government of Odisha. Those who fail to submit the required certificate(s) will be treated as Unreserved category, subject to fulfilment of other terms and conditions.
9. The candidates applying under PWD/PC Category are required to submit the Disability Certificate issued by competent authority in the format prescribed by Government of India for this purpose.

10. Reservation and relaxation etc. meant for SC/ST/SEBC candidates are admissible to the Scheduled Caste/Scheduled Tribe and Socially and Educationally Backward Classes of Odisha only.
11. Candidates belonging to SC/ST/SEBC category but not domiciled in Odisha (Permanent Resident) shall be treated as candidates of Unreserved (UR) category.
12. Community (Caste Status) once mentioned by the candidates in the application form will be treated as final and the same shall not be changed subsequently under any circumstances.
13. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.
14. Separate Application Form is required to be filled up for each post, in case the candidate is applying to more than one post.
15. Candidates applying for the post of Professor and Associate Professor are advised to ensure that they possess the minimum API scores prescribed and evidence in this regard be attached with the application.
16. The eligibility of the candidates will be determined on the basis of qualifications acquired by them up to the last date fixed for receipt of applications.
17. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
18. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent error in the process of selection that may be detected even after issue of appointment letter.
19. Any misrepresentation or suppression of information by the candidates in the application form will result in cancellation of his / her candidature or penalty as decided by the University authority be imposed on the candidate.
20. The University shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable / clandestine antecedents and has suppressed the said information, then her / his service shall be terminated.
21. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate or any

- inadvertent error on the part of the University. Person who may be selected / appointed based on wrong information supplied by the candidate may be terminated at any stage.
22. The University reserves the right to alter / insert any corrections / additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of the applications, for which the candidates are advised to be in the lookout for announcements in the NLUO website.
  23. The University reserves the right to disqualify any candidate who attempts to lobby or canvas to influence the selection process.
  24. The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.
  25. Applicant serving in Government / Semi – Government organisations / Public Sector Undertakings / Autonomous bodies must send their applications **through proper channel** (along with No objection Certificate). Applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
  26. Candidates shall have to produce original documents at the time of appearing in interview.
  27. The applications should reach the University at the address given below on or before the last date mentioned in the advertisement i.e. **06.08.2025**
  28. A candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Vice-Chancellor or any other competent authority of the University, must apply afresh by following the procedure.
  29. Candidates are advised to submit their applications well in time and should not wait for the last date of receipt of applications. The University will not be responsible for postal delays etc. and no correspondence/queries will be entertained from candidates on this account.
  30. Incomplete applications or without relevant supporting enclosures (self- attested copies of degree / certificates / mark sheets / experience certificates / caste certificates etc.) will be rejected at the threshold.

### **HOW TO APPLY:**

Application Form may be printed/downloaded by the candidates from the NLUO website <http://www.nluo.ac.in> and the duly filled-in application form may be submitted along with the demand draft of Rs. 1000/- in case of General category and SC/ST/SEBC categories (drawn in favour of **Registrar, National Law University Odisha, payable at Cuttack**) to the Registrar, National Law University Odisha, Kathjodi Campus, CDA-13,Cuttack-753 015, E-mail ID: [registrar@nluo.ac.in](mailto:registrar@nluo.ac.in)

**Important Points:**

- Candidates shall have to produce original documents at the time of appearing in Interview.
- The decision adopted by the University authorities at any stage of the selection process will be final and binding
- No TA/DA will be paid to any candidates for appearing in written test and interview.

Sd/-  
**Registrar**