

**Recruitment and Promotion Regulations
(Administrative Employees) 2023**

**NATIONAL LAW UNIVERSITY -
ODISHA**

National Law University Odisha (NLUO)

RECRUITMENT AND PROMOTION REGULATIONS (ADMINISTRATIVE EMPLOYEES), 2023

RECRUITMENT and PROMOTION REGULATIONS (ADMINISTRATIVE EMPLOYEES), 2023

The Executive Council of the National Law University Odisha in exercise of the powers conferred under Section 18 of the National Law University Orissa Act 2008, hereby makes the following regulations for the method of recruitment to and method of promotion for administrative posts in the National Law University Odisha, and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT

1.1 These regulations may be called "National Law University, Odisha Recruitment and Promotion Regulations (Administrative Employees) 2023. These regulations will apply to the following categories of employees;

1. Group 'A' Posts (Administrative and Technical), other than statutory officers
2. Group 'B' and 'C' (Administrative, Secretarial, Technical) & Multi- Tasking Staff

1.2 These Regulations shall come into force with effect from the date of notification of these Regulations by the National Law University, Odisha, or otherwise as decided by the Executive Council of the University.

2. DEFINITIONS

2.1 'University' means the National Law University, Odisha

2.2 'Government' means Government of Odisha

2.3 "Act" means National Law University Orissa Act 2008, as amended from time to time. All words and expressions defined in the Odisha Act IV of 2008 i.e. NLU Odisha Act, 2008 shall have the same meaning as assigned to them in the act.

2.4 "Appendix" means an Appendix to the Schedule to these Regulations.

2.5 "Departmental candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.

2.6 "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts in the Schedule, conducted by the University for Promotion to a higher post specified in these Regulations.

2.7 "Administrative Employee" means employees of the University other than University Teachers and such other employees engaged purely for research activities.

2.8 "On probation" in relation to a person means a person appointed against a substantive post on probation as specified in these Regulations.

2.9 "Regular service" means service rendered by an employee in the Cadre (**Appendix III**) on a regular basis other than the service on contract or daily wages or ad-hoc but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.

2.10 "Schedule" means a Schedule to these Regulations.

2.11 "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the

University made under the National Law University Orissa Act 2008.

- 2.12 "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified by the competent authority (**Appendix IV**) and revisions thereof from time to time.

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in **Appendix I, II and III**.
- (ii) After the notification of these Regulations, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the National Law University of Odisha, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. INITIAL RECRUITMENT:

The employees working on regular/ temporary basis other than on ad-hoc appointment or on deputation or on daily wages or on contract on the date of commencement of these Regulations, would be deemed to have been recruited under these Regulations.

5. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the University after the notification of these Regulations shall be made only in accordance with the provisions of these Regulations. Appointments to existing posts not covered by these Regulations shall continue to be in accordance with the Recruitment Regulations approved by the Executive Council or the Vice Chancellor or any other Authority under the Act.
- (ii) Subsequent to and after the notification of these Regulations and in consonance with the requirements of the university as deemed necessary by the Vice-Chancellor or the Executive Council, the National Law University may
- (a) create new posts/cadres as it deems fit;
 - (b) make such alterations, variations, and other modification in the existing cadres and their structure as it deems fit; and
 - (c) amalgamate two or more cadres or divide one or more cadres into such number (s), as it deems fit.
- (iii) The seniority list of the University employees borne in each cadre of posts specified in the Schedule (**Appendix II and III**) unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Registrar as the case may be.
- (iv) Reservation of posts for various designated reserved categories shall be provided in accordance with the instructions received from the Government of Odisha in this regard from time to time.

6. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the **Schedule annexed to these Regulations (Appendix I, II and III)**. The same may vary in accordance with any notifications of the Odisha State Government in this respect from time to time.

7. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the **Schedule (Appendix II and V)**.

- (i) Recruitment for various posts available in the University in accordance with these Recruitment and Promotion Regulations may be through Direct Recruitment, Promotion, Deputation/Transfer (absorption)/ appointment on contract/ Appointment on tenure (**Appendix II**) and shall be in accordance with the prescribed method of recruitment (**Appendix V**).
- (ii) The University may resort to Appointment on Contract or Appointment on Tenure mentioned in Clause 7.1(i), if the exigencies so warrant, for the reasons to be recorded and approved by the Appointing Authority, provided the claim of the existing employees for promotion under promotion quota is not affected.
- (iii) The upper age limit for appointment to various posts wherever not prescribed under the Recruitment Regulations will be as may be prescribed by the Executive Council from time to time. Generally, the age limit prescribed by the State Government for various posts shall be followed.
- (iv) Age relaxation to be given in deserving cases (for Direct recruitment) shall be on the recommendation of the screening committee and to be approved by the Appointing Authority before inviting the candidates for interview. If the Appointing Authority is the Executive Council, the Vice-Chancellor may approve and report the matter to the Executive Council.
- (v) The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government (Center/ State) in this regard from time to time as applicable to State government universities.
- (vi) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.
- (vii) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University, The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University provided they have put in at least one year of service.
(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the department of the University where the applicant has served).
- (viii) (a) For appointment to various posts against Direct Recruitment/Open Selection, the composition of the Selection Committees for different categories of posts will be as given in **Appendix IV**. Every appointment through Direct Recruitment/Open Selection shall invariably be made only after making an open advertisement on the NLUO website and Employment News. Further, the validity of the advertisement shall be 18 months from last date of submission of applications. This implies that the recruitment process shall be completed before the end of 18 months. However, consequential actions like declaration of result(s), joining of selected candidate(s), validity of panel(s) etc. can be taken beyond 18 months.

(b) For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification in these Regulations, there will be a relaxation of 5% for the applicants belonging to the various designated reserved categories in accordance with the instructions received from the Government of India/ Government of Odisha and/or University Grants Commission in this regard from time to time.
- (ix) For Promotion the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix IV** to the Schedule.
- (x) The Recruitment year for promotions will be calendar year. In cases, where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Regulations e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee.

However, this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

This will also not apply in case the vacancies becoming available during the recruitment year are in excess of the candidates eligible as on 1st January of that recruitment year. Eligibility of the candidates for consideration against such vacancies will be considered appropriately by the DPC.

- (xi) Notwithstanding any other provision of these Regulations, where the number of sanctioned posts in a grade in the cadre as detailed in The Schedule (**Appendix II and III**) to these Regulations, in Group B and C, is 02 or less, such post(s) shall be filled by promotion (seniority cum fitness) only.
- (xii) In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of promotion of the first candidate, such vacancy may be filled by appointment on contract or on deputation.
- (xiii) Notwithstanding any other provision of these Regulations, where there is no person with minimum number of years of service available in the feeder grade for the post to be filled through promotion and it is not desirable to keep the post(s) vacant, such post(s) may be filled on Temporary Promotion/Deputation/Short term Contract/Direct Recruitment basis in the following manner:
 - a. If there is a candidate in the feeder cadre, who is eligible as per the requirement prescribed for direct recruitment for the post, the post may be filled on temporary promotion basis for a period not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
 - b. If there is a likelihood of eligible candidates becoming available in the feeder cadre, in the succeeding one year and there is no likelihood of an additional post falling vacant in that period, the option of deputation/short term contract may be opted.
 - c. If there is a likelihood of eligible candidates becoming available in the feeder cadre in the succeeding one year and there is likelihood of additional posts falling vacant in that period, the option of Direct Recruitment may be opted.
- (xiv) The Promotion/Limited Departmental Examination/Direct Recruitment/Deputation shall be carried out in consideration of the following:
 - a. The Departmental Promotion Committee will meet at least once in a year, preferably before start of the recruitment year to prepare a panel for the ensuing recruitment year. The Promotion for all Multi-Tasking Staff and Group C & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports/APAR for the last five years and vigilance clearance. For the gradation in ACRs/APARs for the preceding five years, the bench mark for promotion to all posts will be "Very Good" with effect from 2016-17 onwards and "Good" for the preceding period.
 - b. For the purpose of promotion, the eligibility of service and qualification shall continue to be the same as prescribed in the pre-revised Regulations for persons holding the feeder posts on regular basis on the date of notification of the revised Regulations.
 - c. For purpose of appearing in the Limited Departmental Examinations (LDE) for all posts the benchmark in the ACRs/APARs for the preceding three years will be as stated at S.No.(x) (a) above.
 - d. The Limited Departmental Examinations (LDE), wherever prescribed, shall be held once in every recruitment year. In case the LDE is not held for 02 consecutive years despite occurrence of vacancy, the vacant posts of the respective year may be filled on temporary promotion basis for a period of not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
 - e. The Scheme of Examination and weightage of marks for Direct Recruitment as well as LDE will be as prescribed by the University from time to time.

- f. Wherever there is a change in the prescribed percentage for the different modes of recruitment i.e. Promotion/LDE/Direct Recruitment, the revised percentage would be made applicable to the vacancies that arise after the date of notification of these Regulations.
- g. In case the post(s) cannot be filled with the prescribed regular mode of appointment as mentioned in the schedule with respect to the concerned post, the same may be filled through deputation/short term contract basis, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments and Autonomous Bodies, Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment.
- h. Unforeseen vacancies and vacancies arising due to grant of deputation/leave/foreign service to the incumbent(s) or due to appointment of the incumbent(s) on another post for a specified period within this University may be filled, depending upon operational requirement on temporary basis by promotion from the feeder cadre till the post is filled on regular basis or till the incumbents resume duty on her/his substantive post after availing deputation/leave/foreign service/tenure etc. whichever is earlier.

Notwithstanding anything contained in Rule 7, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, or in case the post(s) are not filled on temporary promotion basis, the same may be filled through deputation/short term contract basis for such period, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Central and State Government Departments and Autonomous Bodies Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment, without prejudice to the right of the existing employees for promotion in so far as promotion quota is concerned.

8. PROMOTIONS

- i. There shall be Departmental Promotion Committee (DPC) for considering promotion to various posts (**Appendix IV**). All cases of promotion shall be considered by the appointing authority on the recommendations of the DPC. Guiding principles for promotion and functions and procedure of the DPC is given in **Appendix VI**.
- ii. The period of service which will qualify for promotion under these Regulations shall be completed years of temporary/continuous service in the University.
- iii. Unless otherwise provided, promotions shall be on the basis of seniority and Annual Confidential Reports (ACR)/Annual Performance Appraisal Reports (APAR), as applicable, and shall mean seniority subject to rejection of unfit.

- (a) In case of promotion, a minimum grade of 'Very Good' for the preceding 5 years is required for consideration. The assessment of the DPC on the performance in terms of grading shall be final

Note: For considering ACRs/APARs by DPC, instructions issued by Govt. Regulations shall be applicable as amended from time to time.

- iv. The ratio of promotion and direct recruitment shall be scrupulously followed as per details given in Appendix II. Schedule. However, when the post is only one on first three occasions the post will be filled up by promotion and on fourth occasion shall be filled up by direct recruitment. Same pattern will be followed in case of other ratio.
- v. An employee under orders of promotion shall (i) convey acceptance or otherwise within one month or receipt of orders of promotion, and (ii) in case of acceptance, join duty of the new post within a maximum period of three months from the date of receipt of the said orders. When an employee does not accept a promotion other than ad hoc promotion which is offered to the employee concerned, the employee may give in writing that he/she may not be promoted. The appointing authority may, after considering the request, enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable; promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/date of expiry of

three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-a-vis his erstwhile juniors promoted to the grade earlier. However, if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion. Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-à-vis his/her erstwhile juniors promoted to the grade earlier.

- vi. The University may insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration provided such arrangements are made to facilities the employee to undergo these programmes. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

9. TEMPORARY PROMOTION

- i. Notwithstanding anything contained in these Regulations, the Appointing Authority/Vice-Chancellor may make temporary promotion against a vacancy exceeding one year and report such appointment to the Executive Council in respect of Group A positions in cases where;
- a) there is an injunction by a Court/Tribunal directing that the post may not be filled up on a regular basis and the final judgment is not expected early.
 - b) short-term vacancies arising due to employees proceeding on leave or deputation etc. for a period of one year or more.
 - c) the panel for appointments by promotion is exhausted or expired and/or delay is anticipated in preparing a fresh panel.
 - d) in all such cases, the posts cannot be kept vacant.
- ii. All temporary appointments by promotion will be made through DPC on the basis of seniority-cum-fitness, after ensuring that:
- a) the records of the employee concerned are screened by the Appointing Authority.
 - b) the employees concerned fulfill the eligibility conditions prescribed in the recruitment Regulations.
 - c) the claims of the SC/ST in temporary promotions are considered in accordance with the guidelines issued by the Government.
 - d) The officials promoted on temporary basis are also eligible for fixation of Pay as per the 7th pay commission

Services rendered in temporary promotion followed by regular promotion shall count for seniority and promotion purposes. Temporary appointments wherever necessary, for periods more than 45 days and up to one year may be made by the Appointing Authority.

10. AD-HOC PROMOTIONS

The Appointing Authority may make ad-hoc promotions whenever necessary up to a period of one year ordinarily based on the general guidelines laid down by the Government for such ad hoc promotions. However, in exceptional cases for the reasons to be recorded, the period of ad hoc promotion may be extended by the appointing authority. The period of service rendered on Ad hoc basis shall be treated/reckoned for different purposes as per the Govt. rules.

11. RESERVATIONS AND CONCESSIONS

The policy of the Odisha State Government on Reservations and Concessions shall be applicable. Nothing in these Regulations shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribe, PWD, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Government from time to time in this regard.

12. APPOINTMENT

Appointment Orders in the case of Direct Recruitment shall be issued by the competent authority of the university from the panel of Names recommended in accordance with the order of ranks obtained by the candidate.

The Candidate shall join duty within fifteen days from the date of receipt of the order failing which the order shall be cancelled and the next candidate shall be issued appointment order. The order shall also be made available

in the website and shall also be communicated by email. Provided extension of time shall be approved for a maximum further period of 30 days by the Vice-Chancellor and in exceptional cases further extension of 10 days shall be given. Even after the second extension, if the candidate fails to join duty, the orders shall be cancelled and the post shall be offered to the next candidate in the select panel.

Date of effect of Appointment: An appointment shall take effect from the date on which the appointee joins duty at the National Law University, Odisha, Cuttack.

13. CONSTITUTION OF SELECTION COMMITTEES

The constitution of Selection Committees for various posts shall be as per **Appendix IV** in the Schedule. However, as per the rules of the Government, if none of the officers included in the DPC/Selection Committee as per the composition given in the Recruitment Regulations is an SC/ST officer, it would be necessary to co-opt a member belonging to SC/ST Community. This provision would be applicable for all cadres in NLU Odisha.

14. TRAINING AND ORIENTATION

1. The university shall impart training programmes and educational administration, university management, accounts and finance or other relevant subjects, each of approximately four weeks duration for all the administrative staff.
2. The MTS staff and others including the drivers, hostel wardens shall be given one week time and orientation on skill development, communication skills and also on disaster management and first aid.
3. MTS shall be given one week training on English speaking and communication skills.

15. CAREER PROGRESSION

Every employee who completes ten years of service in a particular Grade Pay (Pay level), if he/she has not got promotion to the next post, shall be entitled for placement in the next higher Grade Pay (Pay Level) not exceeding three times in the entire career as of the concerned employee per the details in Appendix II. This shall be applicable only for posts below the Grade Pay of Rs. 5400/-.

16. SENIORITY

- a. The seniority shall be fixed as per the Government rules.
- b. In cases where provision exists in these regulations, for promotion from amongst employees of two or more feeder cadres/posts, the ranking in the panel for promotion will be determined with reference to the seniority assigned in the combined seniority list of the employees relating to the feeder cadres/posts.
- c. The combined seniority list of the employees shall be prepared based on their dates of appointment in the feeder cadre/posts but the inter-se seniority of employees in the respective feeder cadre/post shall be maintained in the combined seniority list wherever the fixation of such seniority results in tie, age shall be the determining factor.

17. PROBATION

- a. Every person appointed to a permanent post under the University on direct recruitment shall be on probation in such a post for a period of one year. Persons appointed on promotion which involves change in the Group viz. promotion from Group 'B' to 'A' will also be on probation for a period of one year. There shall be no probation for appointments made on Tenure or Deputation basis.
- b. The Appointing Authority may extend the period of probation of an employee **not exceeding one more year**. However, the concerned employee should be given advance intimation about the extension of probation prior to completion of original period of probation.
- c. Wherein the performance, progress and general conduct of an employee appointed to a post under the **University** on probation is not found satisfactory or up to the standard required for the post or such an employee does not complete his period of probation satisfactorily, the Appointing Authority may terminate his service under the NLUO at any time during or immediately at the end of probation or extended period of probation without assigning any reason.
- d. Where a post is available temporarily, the same will be filled up as per Recruitment Regulations on temporary basis only. As soon as that post is available permanently, the employee appointed/promoted on that post on temporary basis will be put on probation as laid down in sub rule (a) of this Rule. The period spent on temporary post shall count towards probation.

18. PROBATION/DISQUALIFICATION:

Every person appointed shall be governed under the applicable rules and regulations of the University as amended from time to time and such other conditions prescribed by the University from time to time.

19. RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Regulations, the employees in the posts specified in the Schedule shall be governed by the Act, Statutes, Ordinances, Executive Council decisions/Regulations and other orders issued by the State Government of Odisha from time to time.

20. POWER TO RELAX:

Notwithstanding anything contained in these Regulations, where the Executive Council/Vice-Chancellor as the case may be is of opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any clause, class or category of posts or persons.

After notification of these Regulations, relevant administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Regulations issued with the approval of the Executive Council prior to notification of these Recruitment Regulations shall stand superseded, to the extent it contradicts these Regulations.

21. REPEAL AND SAVINGS:

Relevant guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these Regulations shall stand repealed to the extent it contradicts these Regulations. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Regulations shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University to the various designated reserved categories in accordance with the orders issued by the Government of India/ state government of Odisha, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

22. REMOVAL OF DIFFICULTY:

The Executive Council/Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these Regulations. The directions issued by the Vice-Chancellor, if any, shall be reported to the Executive Council, if necessary.

23. AGE OF SUPERANNUATION

The age of superannuation for non-academic posts covered under these Regulations shall be 60 years.

24. GENERAL

- i) In respect of all matters not specifically provided for in these Regulations, the corresponding provisions prescribed by the relevant Government relating to its employees, as amended from time to time, shall be followed.
- ii) Wherever there is a change in the policy of the Government, in the matters of Pay Scales, age of superannuation, services matters in respect of recruitment, promotion seniority etc., these Regulations shall stand amended to that extent.

25. AMENDMENT OF REGULATIONS

The Executive Council shall have the authority to amend, modify change, withdraw, suspend, relax any or all of these Regulations.

26. OUTSOURCING

The University, if necessary, may outsource the entire gamut of activities of screening of applications, conduct of written exam, skill test, and preparations of merit lists to an established and reputed agency.

27. INTERPRETATIONS:

- (i) For any question relating to interpretation of these Regulations, the decision of the Executive Council shall be final unless otherwise, specifically included in these Regulations.
- (ii) Notwithstanding, anything contained in these Regulations, the Executive Council upon a recommendation made by the Vice Chancellor to that effect shall have the power to alter or modify any of the provisions of these Regulations.

**SCHEDULE AND
APPENDIX TO THE
RECRUITMENT AND PROMOTION
REGULATIONS
(ADMINISTRATIVE
EMPLOYEES)2023**

INDEX

S.No.	Name of Cadre/ Nomenclature	Sanctioned Strength (Proposed)
1	Joint Registrar	01
2	Deputy Registrar	04
3	Assistant Registrar	06
4	Section Officer	06
5	Assistant Section Officer	10
6	Office Assistant	12
7	MTS	31
8	Principal Private Secretary	01
9	Private secretary	01
10	Senior Stenographer	01
11	Stenographer	01
12	Superintendent Engineer (Electrical/Civil)	02
13	Executive Engineer (Electrical/Civil)	02
14	Assistant Engineer (Electrical/Civil)	02
15	Electrician	03
16	Assistant to Electrician	02
17	Principal System Administrator	01
18	Senior System Administrator	01
19	System Administrator	01
20	Librarian	01
21	Deputy Librarian	01
22	Assistant Librarian	02
23	Staff Nurse	03
24	Doctor	02
25	Auxiliary Nurse-cum-midwife(ANM)	03
26	Driver	07
27	Cook	03
28	Special Office Legal Aid	01
	Total	113

**NATIONAL LAW UNIVERSITY ODISHA,
Cuttack**

Schedule of posts with pay band and grade pay

**SCHEDULE TO THE RECRUITMENT
AND PROMOTION REGULATIONS
(ADMINISTRATIVE EMPLOYEES) 2023**

Joint Registrar

1.	Name of Post	Joint Registrar
2.	No. of Posts	Total = 01
3.	Classification	Group A
4.	Scale of Pay	PB-IV, Rs. 37400 – 67000; GP = 8700
5.	Age limit for direct recruitment	55 years
6.	Eligibility for Direct Recruitment and Deputation	<p><u>Direct Recruitment</u> Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree in the relevant subjects with at least 55% marks or an equivalent grade 'B' in the UGC seven points scale or an equivalent grade. 2. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with 3 years of experience in educational administration <p>Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/- or above</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience in University administration and familiarity with the working of university bodies and institutions. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil./Ph.D. qualification. 4. The candidates having formal qualification and/or experience in thrust areas in which University intends to attract candidates, i.e., <ol style="list-style-type: none"> (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation & implementation/ Research Administration & Coordination/International Collaborations/ IPR.
		<p><u>Deputation (56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p>

	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed minimum 10 years of service in the cadre of Deputy Registrar 2. There is no upper age limit for promotion. 3. The employee must have undergone two training programmes of 05 days or one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 4. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 5. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 6. There should not be any disciplinary proceedings pending against the employee. 7. Decision regarding promotion shall be based on a selection interview. 8. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
7.	Period of probation (if, any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>Promotion/Direct Recruitment</p> <p>Keeping the requirements of the University in mind, this post shall be filled only on a need basis after establishing sufficient justification.</p>

Deputy Registrar

1.	Name of Post	Deputy Registrar
2.	No. of Posts	Total = 04
3.	Classification	Group A
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 7600
5.	Age limit for direct recruitment	45 years
6.	Eligibility for Direct Recruitment and Promotion	<p><u>Direct Recruitment</u> Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree in the relevant subjects with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade. 2. At least 09 years of experience as Assistant Professor in a college or a University with experience in educational administration. <p style="text-align: center;">Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p style="text-align: center;">Or</p> <p>At least 05 years administrative experience as Assistant Registrar or in an equivalent post at Academic Level 10 or above</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in University administration and familiarity with the working of university bodies and institutions. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil./Ph.D. qualification. 4. The candidates having formal qualification and/or experience in thrust areas in which University intends to attract candidates, i.e., <ol style="list-style-type: none"> (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation & implementation/Research Administration & Coordination/International Collaborations/ IPR <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/ noting skills, conversant with the office procedure and capable to formulate proposals independently. 2. Should be able to participate in discussions with senior functionaries and academicians. 3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations /General Administration/ Purchase/ Establishment/ Accounts & Finance /Project management /HR/Legal/OSD to VC/OSD to Registrar

		<u>Deputation (Age up to 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.
	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years of service as Assistant Registrar. 2. A Master's degree in the relevant subjects with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days or one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
7.	Period of probation (if, any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	50% by Promotion. 50% by Direct Recruitment. Keeping the requirements of the University in mind, this post shall be filled only on a need basis after establishing sufficient justification.

Assistant Registrar

1.	Name of Post	Assistant Registrar
2.	No. of Posts	06
3.	Classification	Group A
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 5400
5.	Age limit for direct recruitment	35years
6.	Eligibility for Direct Recruitment and Deputation	<p><u>Direct Recruitment</u> Essential: For AR/AO & ACE: 1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade in the UGC seven point scale. Or Master's degree in Commerce/Finance with at least 55% marks or equivalent grade in UGC seven points scale (for Assistant Registrar, Finance) 2. At least eight years of experience as Section Officer in the University administration/ finance and accounts/purchase procedures /examination and evaluation/estate management, store keeping, guest house management, Hostel management etc. preferably in govt/Public sector. Desirable: a. LL.B/MBA/MCA/M.Phil./Ph.D. b. CA/CMA/ICWA from recognized University (For Assistant Registrar Finance) NOTE: All the direct recruits should possess working knowledge of computers. <u>Deputation (up to 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p>
	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 08 years of service as Section Officer. 2. The employee must have a Masters' Degree with at least 55% marks or its equivalent B grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days or one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion.

		<p>7. There should not be any disciplinary proceedings pending against the employee.</p> <p>8. Decision regarding promotion shall be based on a selection interview.</p> <p>9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.</p>
7.	Period of probation (if, any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion.</p> <p>50% by Direct Recruitment.</p>

Section Officer

1.	Name of Post	Section Officer
2.	No. of Posts	06
3.	Classification	Group B, Ministerial
4.	Scale of Pay	PB-II, Rs. 9,300 – 34,800; GP = 4800
5.	Age limit for direct recruitment	35 years
6.	Eligibility for Direct Recruitment and Deputation	<p><u>Direct Recruitment</u> Essential:</p> <ol style="list-style-type: none"> 1. Bachelors' Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 2. Five years of experience in the GP of Rs.4200 in a University/Government Sector/Public Sector <p>Desirable:</p> <ol style="list-style-type: none"> 3. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent Discipline. 4. MBA/CA/LLB 5. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/ PSU.
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 08 years of service as Assistant Section Officer 2. The employee must have a Bachelors' Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. The employee must secure qualifying marks in a written test as prescribed by the University. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify

		from time to time.
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Proportion of Recruitment	50% by Promotion. 50% by Direct Recruitment.

Assistant Section Officer

1.	Name of Post	Assistant Section Officer
2.	No. of Posts	10
3.	Classification	Group B, Ministerial
4.	Scale of Pay	PB-II, Rs. 9,300 – 34,800; GP = 4200 After 10 years of regular service, the pay would be in GP-4800 without any change in designation.
5.	Age limit for direct recruitment	35 Years
6.	Eligibility for Direct Recruitment	Essential: 1. Bachelor's degree from are cognized University in any discipline with at least 55% marks or its equivalent grade in the UGC seven points scale. 2. Five years of experience of drafting, noting, correspondence, office procedure, preferably in govt. sector 3. Adequate knowledge of Basic Computer Applications. Note: All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 08 years of service as Office Assistant 2. The employee must have a Bachelors' Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. The employee must secure qualifying marks in a written test as prescribed by the University. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify

		from time to time.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Proportion of Recruitment	50% by Promotion 50% by Direct Recruitment

Office Assistant

1.	Name of Post	Office Assistant
2.	No. of Posts	12
3.	Classification	Group C, Ministerial
4.	Scale of Pay	PB-I, Rs. 5,500 – 20,200; GP = 2400 After 10 years of regular service, the pay would be in GP-4200 without any change in designation.
5.	Age limit for direct recruitment	32 years
6.	Eligibility for Direct Recruitment	Essential: <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University in any discipline with at least 55% marks or its equivalent grade in the UGC seven points scale. For Office Assistant (Accounts): CA (Inter)/CMA (Inter)/B.Com. 1. Three years of experience of drafting, noting, correspondence, office procedure, preferably in govt. sector 2. Typing speed of 40 w.p.m. in English in computer 3. Good working knowledge of computers
	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years as MTS 2. Bachelor's degree from a recognized University in any discipline with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. The employee must secure qualifying marks in a written test as prescribed by the University. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	20% by Promotion. 80% by Direct Recruitment.

Multi Tasking Staff

1.	Name of Post	MTS (Multi Tasking Staff)
2.	No. of Posts	31
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	PB-I, Rs. 5,500 – 20,200; GP = 1900 After 10 years of regular service, the pay would be in GP-2400 without any change in designation. In case of contractual outsourcing, the pay will be as per contracted price and government guidelines.
5.	Age limit for direct recruitment	30 years
6.	Eligibility for Direct Recruitment	Essential: Must have completed Matriculation (10 th with First Class)
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	Direct Recruitment/ Contractual Outsourcing

Principal Private Secretary

1.	Name of Post	Principal Private Secretary
2.	No. of Posts	01
3.	Classification	Group A, Ministerial
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 6600
5.	Age limit for direct recruitment	45 years
6.	Educational & other qualification required for direct recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. A Masters' Degree from a recognized University with at least 55% of marks or its equivalent grade in the UGC seven points scale. 2. 5 years of experience as Private Secretary in the GP of Rs.4800/- or equivalent grade. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial practice. 3. Knowledge of service rules applicable for Central Government/ State Government establishments.
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years as Private Secretary 2. Master's degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	Direct Recruitment/Promotion

Private Secretary

1.	Name of Post	Private Secretary
2.	No. of Posts	01
3.	Classification	Group B, Ministerial
4.	Scale of Pay	PB-II, Rs. 9,300 – 34,800; GP = 4800
5.	Age limit for direct recruitment	35 years
6.	Eligibility for Direct Recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 2. Short-hand speed of 120w.p.m. 3. Typing speed of 50 w.p.m. in English 4. Five years of experience in stenography in any academic institution <p>Desirable:</p> <ol style="list-style-type: none"> 5. Degree/Diploma in Computer Application/Science. 6. Diploma in Office Management and Secretarial practice. 7. Knowledge of service rules applicable for Central/ State Government establishments
	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 08 years of service as Senior Stenographer 2. The employee must have a Bachelors' Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. The employee must secure qualifying marks in a written test as prescribed by the University. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
7.	Period of probation	One year for those appointed by Direct Recruitment
8.	Method Recruitment	Direct Recruitment/Promotion

Senior Stenographer

1.	Name of Post	Senior Stenographer
2.	No. of Posts	01
3.	Classification	Group B, Ministerial
4.	Scale	PB-II, Rs. 9,300 – 34,800; GP = 4200 After 10 years of regular service, the pay would be in GP-4800 without any change in designation.
5.	Age limit for direct recruitment	35 years
6.	Educational and other qualifications required for direct recruitment	Essential: 1. A Graduate from recognized University. 2. Shorthand speed of 120 words per minute and typing speed of 40 words per minute in English Or Typing speed of 80 words per minute in English and typing speed of 40 words per minute in Hindi. 3. Four years of experience in stenography in any academic institution Desirable: 1. Degree/Diploma in Computer Application /Science. Diploma in Office Management and Secretarial Practice.
7.	Zone of Consideration for Promotion	1. The employee must have completed 08 years of service as Stenographer. 2. The employee must have a Bachelors' Degree from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale. 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. The employee must secure qualifying marks in a written test as prescribed by the University. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if, any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	50% by Promotion. 50% by Direct Recruitment.

Stenographer

1.	Name of Post	Stenographer
2.	No. of Posts	01
3.	Classification	Group C, Ministerial
4.	Scale	PB-I, Rs. 5,200 – 20,200; GP = 2400 After 10 years of regular service, the pay would be in GP-4200 without any change in designation.
5.	Age limit for direct recruitment	32 years
6.	Educational and Other qualifications	Essential 1. Bachelor's degree from a recognized university 2. Short-hand speed of 80 w.p.m. in English and 60 w.p.m. in Hindi 3. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer 4. Three years of experience in stenography in any academic institution 5. Knowledge on Basic Computer Applications. Desirable Diploma in Computer and/or Office Management and Secretarial Practice
7.	Period of probation (if, any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	50% by Promotion 50% by Direct Recruitment

Superintendent Engineer

1.	Name of Post	Superintendent Engineer (Civil & Electrical)
2.	No. of Posts	02(Civil-01, Electrical-01)
3.	Classification	Group A, Technical
4.	Scale of Pay	Pay Level – 15 PB-IV, Rs. 37,400 – 67,000; GP = 8700
5.	Age limit for direct recruitment	55 years
6.	Eligibility for Direct Recruitment	<p>Essential: (age limit 45 years)</p> <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized University, possessing good working knowledge of Electrical/Civil Engineering. 2. a. At least 10 years of experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas/electrical installations, LT & HT D.G. sets, substations, air conditioning, lifts and sewage system, etc. 2. b. The above mentioned experience may also include at least 7 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5 years as Assistant Executive Engineer/Assistant Engineer in the pay in Pay Level 7 or equivalent. 3. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable: Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, etc.</p>
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years Executive Engineer 2. Graduate in Civil/Electrical Engineering from a recognized University/institutions 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other

		eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Executive Engineer

1.	Name of Post	Executive Engineer (Civil & Electrical)
2.	No. of Posts	02(Civil-01, Electrical-01)
3.	Classification	Group A, Technical
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 7600
5.	Age limit for direct recruitment	45 years
6.	Educational & other qualification required for direct recruitment	<p>Essential: (age limit 45 years)</p> <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized University, possessing good working knowledge of Electrical/Civil Engineering. 2. a. At least 20 years of experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas/electrical installations, LT & HT D.G. sets, substations, air conditioning, lifts and sewage system, etc. 2. b. The above mentioned experience may also include at least 7 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5 years as Assistant Executive Engineer/Assistant Engineer in the pay in Pay Level 7 or equivalent. 3. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable: Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, etc.</p>
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years as Assistant Engineer 2. Graduate in Civil/Electrical Engineering from a recognized University/institutions 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as

		the University may notify from time to time.
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Assistant Engineer

1.	Name of Post	Assistant Engineer (Civil & Electrical)
2.	No. of Posts	02(Civil-01, Electrical-01)
3.	Classification	Group A, Technical
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 5400
5.	Age limit for direct recruitment	35 years
6.	Eligibility for Direct Recruitment	Direct Recruitment Essential: 1. A Degree/Diploma in Civil/ Electrical/Mech. Engineering from a recognized University/ Institution. 2. At least two years of experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity. Note: 1. Candidates applying for the post of AE (Civil) should be able to design R.C.C work efficiently. 2. Candidates applying for the post of AE(Electrical/Mechanical) should be able to design electrical installations work efficiently and working knowledge of LT& HT D.G Sets, substations, air conditioning, Lifts, Indian Electricity Rules
7.	Zone of Consideration for Promotion	1. The employee must have completed 10 years as Assistant Engineer 2. Degree/Diploma in Civil/ Electrical/Mech. Engineering from a recognized University/ Institution 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if any)	One year for those appointed by direct recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Junior Engineer

1.	Name of Post	Junior Engineer (Civil & Electrical)
2.	No. of Posts	02 Civil (1); Electrical (1)
3.	Classification	Group B, Technical
4.	Scale of Pay	PB-II, Rs. 9,300 – 34,800; GP = 4200
5.	Age limit for direct recruitment	35 Years
6.	Eligibility for Direct Recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Civil /Electrical Engineering of a recognized University/Institute. 2. At least two years of relevant work experience in any University/ Research Institution/ PSU engaged in construction activities/ private organization of repute. <p>Desirable:</p> <p>Working knowledge in Govt. Working Procedure, Monitoring Constructions / Repair / Maintenance Work.</p>
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 08 years of service as Electrician 2. Degree/Diploma in Electrical/Mech. Engineering from a recognized University/ Institution 3. There is no upper age limit for promotion 4. The employee must have undergone one training programme of 05 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Electrician

1.	Name of Post	Electrician
2.	No. of Posts	03
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 2400 After 10 years of regular service, the pay would be in GP-2800 without any change in designation.
5.	Age limit for direct recruitment	32 years
6.	Educational & other qualification required for direct recruitment	Essential: 1. Diploma/ITI in Electrical trade from a recognized Institution with a Certified Electrician License issued by competent authority. 2. Five years of experience in the field.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Proportion of Recruitment	100% Direct Recruitment

Assistant to Electrician

1.	Name of Post	Assistant to Electrician
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 1900 After 10 years of regular service, GP=2400 without any change in designation.
5.	Age limit for direct recruitment	30 years
6.	Eligibility for Direct Recruitment	Essential: 1. Diploma/ITI in Electrical trade from a recognized Institution with a Certified Electrician License issued by competent authority. 2. Three years' experience in the field.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	100% Direct Recruitment

Principal System Administrator

1.	Name of Post	Principal System Administrator
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	PB-IV, Rs. 37,400 – 67,000; GP = 8700
5.	Age limit for direct recruitment	55 years
6.	Eligibility for Direct Recruitment	<p>Essential: B.E./B.Tech in Computer Science/ Computer Engineering/ Computer Technology/ Information Technology/ Electronics/or M.Sc. (Computer Science) or MCA with 55% marks and with 15 years' experience as a Senior System Analyst/ Data Processing Manager or equivalent post of which at least 5 years should be at Pay Level 12 (GP= 7600) and equivalent post or above in Central / State Government Department / Autonomous Bodies / University / Institution of national importance / PSU etc.</p> <p>Desirable: Experience of managing computer facility with networking etc. along with technical knowledge</p>
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years as Senior System Administrator 2. B.E./B.Tech in Computer Science/Computer Engineering/Computer Technology/Information Technology/Electronics/or M.Sc. (Computer Science) or MCA with 55% marks 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if, any)	One year for those recruited by Direct Recruitment

9.	Method of Recruitment	Direct Recruitment/Promotion
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Senior System Administrator

1.	Name of Post	Senior System Administrator
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 7600
5.	Age limit for direct recruitment	50 years
6.	Educational & other qualification required for direct recruitment	Essential: B.E./B.Tech in Computer Science/Computer Engineering/Computer Technology/Information Technology/Electronics/ or M.Sc. (Computer Science) or MCA with 55% marks and with 05 years of experience as a Senior System Analyst/ Data Processing Manager or equivalent at (GP= 6600) or above.
7.	Zone of Consideration for Promotion	<ol style="list-style-type: none"> 1. The employee must have completed 10 years as System Administrator 2. B.E./B.Tech in Computer Science/Computer Engineering/Computer Technology/Information Technology/Electronics/ or M.Sc. (Computer Science) or MCA with 55% marks 3. There is no upper age limit for promotion 4. The employee must have undergone two training programmes of 05 days of one training programme of 10 days either conducted by the University or conducted by another organization and recognized by the University. 5. In the previous post, the APAR must have been 'outstanding' or 'very good' in at least 80% of the APAR Records. 6. The employee must not have been found guilty of any misconduct in the five years preceding the date of promotion. 7. There should not be any disciplinary proceedings pending against the employee. 8. Decision regarding promotion shall be based on a selection interview. 9. The promotion shall be subject to such other eligibility criteria and method of determination as the University may notify from time to time.
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

System Administrator

1.	Name of Post	System Administrator
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 5400
5.	Age limit for direct recruitment	35years
6.	Educational & other qualification required for direct recruitment	Essential: B.E./B.Tech in Computer Science/ Computer Engineering/ Computer Technology/Information Technology/ Electronics/ or M.Sc. (Computer Science) or MCAwith55%marksandwith05yearsexperienceasa Senior Programmer/System Analyst or equivalent at (GP- 5400) or above.
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	100% by Direct Recruitment.

Librarian

1.	Name of Post	Librarian
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	PB-111, Rs. 15,600 - 39,100 ; GP 8700
5.	Age limit for direct recruitment	55 Years
6.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed2. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years of experience as a College Librarian.3. Evidence of innovative library services, including the integration of ICT in a library.4. A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
7.	Zone of Consideration for Promotion	As per UGC Regulations
8.	Period of probation(if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Deputy Librarian

1.	Name of Post	Deputy Librarian
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	PB-111, Rs. 15,600-39,100; GP 7600
5.	Age limit for direct recruitment	50 Years
6.	Educational & other qualification required for direct recruitment	Essential: 1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed 2. Eight years' experience as an Assistant University Librarian/College Librarian 3. Evidence of innovative library services, including the integration of ICT in a library. 4. A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
7.	Zone of Consideration for Promotion	As per UGC Regulations
8.	Period of probation (if any)	One year for those appointed by Direct Recruitment
9.	Method of Recruitment	Direct Recruitment/Promotion

Assistant Librarian

1.	Name of Post	Assistant Librarian
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	PB-III, Rs. 15,600 - 39,100 ; GP 5400
5.	Age limit for direct recruitment	35 Years
6.	Educational & other qualification required for direct recruitment	Essential: 1.A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed 2.A consistently good academic record, with knowledge of computerization of a library 3.must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	100% Direct Recruitment

Doctor

1	Name of Post	Doctor
2	No. of Posts	02
3	Classification	Group A
4	Scale of Pay	PB-III, Rs. 15,600 – 39,100; GP = 5400
5	Age limit for direct recruitment	35
6	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">1. M.B.B.S or equivalent degree from a medical college or medical institution recognized by the Medical Council of India2. Possessing a valid Registration Certificate under the Odisha Medical Registration Rules, 1961 (O.A.. 18 of 1961).3. Possessing the required Conversion Certificate recognized Medical Council of India in case of candidates having Degree from Universities of Foreign Countries.
7	Period of probation (if any)	One year for those appointed by direct recruitment
8	Method of Recruitment	100% Direct Recruitment

Staff Nurse

1	Name of Post	Staff Nurse
2	No. of Posts	03
3	Classification	Group C Non-Ministerial
4	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 2400 After 10 years of regular service, pay would in Grade Pay of Rs. 2800
5	Age limit for direct recruitment	32years
	Educational & other qualification required for direct recruitment	Essential: Bachelor' degree in Nursing from a recognized University or Institute and two years of experience in nursing in a reputed hospital or clinic OR (f) Three years Diploma in General Nursing /GNM from a recognized institution with a minimum of 04 years of experience in nursing in a reputed hospital or clinic. (ii) (ii) Registration with Nursing Council of India/ State. Preference will be given to persons having experience in government sectors.
6	Period of probation (if any)	One year for those appointed by direct recruitment
7	Method of Recruitment	100% Direct Recruitment

ANM

	Name of Post	Auxiliary Nurse-cum-midwife (ANM)
	No. of Posts	03
	Classification	Group C, Non-Ministerial
	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 1900 After 10 years of regular service, pay would in Grade Pay of Rs. 2800
	Age limit for direct recruitment	30 years
	Educational & other qualification required for direct recruitment	Essential: 1. Diploma in Auxiliary Nursing 2. Two year of experience as ANM
	Period of probation (if any)	One year for those appointed by direct recruitment
	Method of Recruitment	100% Direct Recruitment

Driver

1.	Name of Post	Driver (Ordinary Grade)
2.	No. of Posts	07 (4 LMV + 3 H MV)
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 2400 After 10 years of regular service, the pay would be in GP-2800 without any change in designation. In case of contractual outsourcing, the pay will be as per contracted price and government guidelines.
5.	Age limit for direct recruitment	Age up to 30years
6.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th pass or equivalent 2. 5 years valid License holders of Heavy/Medium motor vehicles 3. At least 3 years of experience in driving a car/ Heavy/ Medium vehicles with knowledge of car mechanism Desirable: Possessing a valid license for Heavy vehicles.
7.	Period of probation (if any)	01year for the Direct Recruits.
8.	Method of Recruitment	By Direct Recruitment/short term contract.

Cook

1.	Name of Post	Cook
2.	No. of Posts	03
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	PB-I, Rs. 5,200 – 20,200; GP = 1900
5.	Age limit for direct recruitment	30years
6.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 10th pass or equivalent qualification from a recognized Board /University/Institution Three years of experience of cooking food in Guest House/ Hotel of repute Hand-on experience in Indian/Continental/Western food preparation in Hostel/Guest House of Repute Practical Proficient to be tested by actual test/trial <p>Desirable:</p> <ol style="list-style-type: none"> Certificate course in Catering or cooking from a recognized government Institute or reputed Hotel. Should possess sound health and clean habits. <p>Note: Certificate course shall not be insisted upon for staff already serving in NLUO either on contract/ ad hoc.</p>
7.	Period of probation (if any)	01year for the Direct Recruits.
8.	Method of Recruitment	By Direct Recruitment/short term contract

Special Officer (Legal Aid)

1.	Name of Post	Special Officer (Legal Aid)
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Consolidated Salary of Rs. 50,000/- per month. Annual increment of 10% with a stipulation that the consolidated salary shall not exceed the salary of an employee in the cadre of Assistant Registrar.
5.	Age limit for direct recruitment	32 years
6.	Eligibility for Direct Recruitment	Essential: <ol style="list-style-type: none">1. LLB Degree or Bachelor's degree in Social Work from a recognized University with at least 55% marks or its equivalent grade in the UGC seven points scale.2. At least two years' experience in research and field work involving working with the community;3. Efficient in MS Word, MS Excel, MS Power Point preparation of Data Collection Tools, Analysis of Data & Preparation of report
7.	Period of probation (if any)	One year for those appointed by Direct Recruitment
8.	Method of Recruitment	100% Direct Recruitment

METHOD OF RECRUITMENT

Direct Recruitment, Promotion, Deputation/Transfer (absorption)/ Appointment on contract/ Appointment on tenure

A. DIRECT RECRUITMENT BY OPEN SELECTION

Procedure

- i. Direct Recruitment means Open Recruitment and Selection on the basis of written test/skill test and/or interview as may be decided by the Appointing Authority. The ratio of percentage of weightage may be 50:30:20(written: skill: interview)
- ii. Appointment by direct recruitment to any post shall be made on the recommendations of a Selection Committee, wherever applicable, from amongst the eligible candidates applying in response to an advertisement, notification through and NLUO website.

Advertisement

- (i) The post to be filled in through open recruitment shall be advertised in two or three leading newspapers and the NLUO Website.
- (ii) All the applications received shall be indexed post wise and category wise.
- (iii) (a) Minimum age shall not be less than 18 years.
(b) Maximum age limit for different positions shall be as specified in Annexure 'A'. The age relaxation shall be given as per Govt. Rules.
- (iv) The condition of maximum age limit shall not be applicable in case of the serving employees of the University.
- (v) The minimum qualifications and experience for these posts shall be as prescribed.
- (vi) It shall be open to the Executive Council to make appointments to these posts in any other manner specified by the Act and the Statutes.
- (vii) The prescribed qualifications and experience shall be the minimum, and the mere fact that the candidate possessed the same shall not entitle him to be called for interview.
- (viii) The details of Written Test, if any, shall be determined by the appointing authority.
- (ix) Internal candidates shall be eligible to apply for the positions to be filled up on

contract basis/tenure basis, if they fulfill the prescribed qualification.

- (x) The University shall have the right to
 - a) offer the post at a level lower than that advertised, depending upon the qualifications, experience and the performance of the candidate;
 - b) draw reserve panel against the possible vacancies in the future;
 - c) consider the applications received after the last date;
 - d) relax any of the qualifications/experience at its discretion; in exceptional cases on the recommendation of the Screening Committee.
 - e) not to fill up any of the advertised positions.

(I) Procedure for making appointments through Direct Recruitment under different modes:

The University shall decide in advance the mode of Selection for a particular post i.e. Selection through only written test; written test and skill test; written test, skill test and interview; only interview, etc.

Selection through the mode of Interview only.

- (i) All the applications received for a particular post shall be short-listed/screened by a Committee constituted by the Vice-Chancellor for the purpose, as the case may be. Fulfillment of minimum qualifications may not necessarily lead to shortlisting.
- (ii) The Screening Committee may be headed by an officer nominated by the Vice-Chancellor and where appropriate, consist of specialists in the concerned fields, and shall not, in any case, consist of any person who is a candidate for the post for which selection is being made.
- (iii) The Committee shall lay down the criteria to be followed while shortlisting the applications, taking into consideration the number of posts, the number of applications received, etc.
- (iv) The recommendations of such committee shall be approved by the Vice-Chancellor, as the case may be, before inviting the candidates for interview.
- (v) The Screening Committee, constituted for the purpose by the Appointing Authority, may also make recommendations for relaxation of any of the advertised eligibility conditions in deserving cases for consideration by the Appointing Authority. The Screening Committee may recommend to the competent authority any modification in qualification(s) advertised for future guidance or for re-advertisement.
- (vi) The minutes of the Screening Committee shall be submitted to the Vice-Chancellor who may approve the minutes or may ask for reconsideration.
- (vii) The maximum number of candidates to be invited for one post shall not

ordinarily exceed 15; and for every additional post 5 candidates each.

- (viii) The call letters shall be communicated to the prospective candidates through e mail or by post. The details will also be made available in the University website.
- (ix) The Selection Committee, constituted by the Vice- Chancellor as per the composition, shall interview the candidates and recommend a panel of candidates in the order of merit. The Selection Committee may even consider the candidature of even those candidates who did not apply for the post if necessary.
- (x) The Selection Committee shall also make the following recommendations:
 - Basic Pay recommended for each candidate
 - Advance increment(s) recommended, if any, in case of deserving candidates
 - Inter-se-seniority of the candidates recommended under different categories.
- (xi) Appointment shall be made from panel recommended by the Selection Committee as approved by the Appointing Authority/Vice-Chancellor/Executive Council as the case may be.

(b) Selection through written examination only

- (i) The syllabus for the written examination shall be prescribed by a committee, appointed for the purpose by the Appointing Authority/Vice-Chancellor, as the case may be.
- (ii) The fact that selection is made through written examination shall be clearly mentioned in the advertisement.
- (iii) All the applicants who fulfill the minimum advertised qualifications shall be invited for the examination.
- (iv) The University may conduct written examination or may assign the job to an outside agency.
- (v) A category wise merit list shall be prepared, after getting the answer scripts of the written examination evaluated both merit wise and category wise.
- (vi) The merit list so prepared shall be approved by the Appointing Authority/Vice-Chancellor, as the case may be.
- (vii) Appointment(s) shall be made from the approved merit list in order of merit.

(c) Selection through written examination and skill test

In addition to (i) to (vi) of (b) above -

- (i) All the applicants who qualify in the written exam shall be arranged in the order of merit.
- (ii) The applicants for skill test shall be invited in the ratio of 1:15 for each post

according to merit and for every additional post 5 candidates each.

- (iii) The final category wise merit list shall be drawn based on the weightage assigned for written exam and skill test, both common and category wise.
- (iv) Appointment(s) shall be made from the final approved merit list in order of merit.

(d) Selection through written examination, skill test and interview:

In addition to (i) to (vi) of (b) and (i) and (iii) of (c) above –

- (i) Candidates appearing in the final merit list prepared as per the procedure laid down in (c) above, shall be invited for an interview in the ratio specified in (a) above.
- (ii) Appointment shall be made on the recommendation of the Selection Committee, following the procedure specified at (a) above.

(II) Procedure for Written Examination and Skill Test

Written Examination

- a) The University shall ordinarily conduct the written examination as per the prescribed syllabus at Head Quarters and different Centres depending on the strength of candidates spread over different states.
- b) The examination activities - setting of question papers, moderation of question papers, printing of question papers, dispatch of question papers, answer books and examination stationery, advance to Centre Superintendent, appointment of Observers, conduct of examination, receipt of answer books, preparation of merit lists etc. shall be done as per the procedure followed by the examination department of the University.
- c) The Administration Division shall be responsible for these activities. The task may be undertaken wholly by it or in cooperation/consultation with the examination department of the University.
- d) The whole exercise of the written examination may be outsourced to a reputed outside agency, if the University desires so.

Skill-Test

The Skill-Test shall be conducted by the University or a reputed outside agency, as the University may decide. The modalities shall be devised by the Administration Division depending on the expertise required for the purpose.

No enquiry shall be entertained from the applicants at any stage of processing of applications or selection.

B. APPOINTMENT ON DEPUTATION/TRANSFER (ABSORPTION)

- i. Appointment on Deputation shall be initially for a period of three years extendable up to five years.
- ii. If any person is appointed on deputation basis in any post against an advertisement inviting applications for appointment on deputation /transfer (absorption), he/she can be absorbed in the service of NLUO against the post in which he/she was appointed on deputation basis without any further selection/appointment process with the approval of the Vice Chancellor. If any post is advertised to be filled up through Direct Recruitment and for any compelling reasons, the selected person is appointed on deputation basis, he/she can be absorbed in the services of NLUO against such post with the approval of the Vice Chancellor, without any further process of selection/appointment. If any person is appointed on deputation basis only in any post against an advertisement which mentions the mode of appointment as deputation only, he/she can be absorbed in the services of NLUO only after placing a proposal before the Appointing Authority for its approval exploring the reasons and justification for such an absorption provided the career progression of any of the employee of the NLUO is not affected. The University shall pay the necessary contributions to the state or central government employees taken on deputation in accordance with the norms of the government as prescribed from time to time.

C. APPOINTMENT ON CONTRACT

Appointment on contract for specific assignments shall be made by the Vice- Chancellor on consolidated amount, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. Duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a period as required if the exigencies of service so warrant with the approval of the Vice-Chancellor.

D. APPOINTMENT ON TENURE

Appointment on tenure basis shall be made for the posts wherever the Recruitment Regulations prescribe Tenure as mode of appointment. The tenure shall be for a period of three/five years with a provision of renewal of tenure for another period of three/five years, if necessary. The persons appointed on tenure basis, if they are serving in Government/Autonomous organization may be granted deputation terms. There shall be no absorption against the post for which the mode of appointment is prescribed as tenure as well.

Appendix III

Recommended Cadre Structure and Total Number of Posts with Pay Levels for Administrative Staff (other than statutory Officers)

Cadre/ Classification	S.No.	Name of the Post	Group	7 th CPC Pay Level	Pay Band and Grade Pay	Sanctioned No. of Posts
Administrative	1.	Joint Registrar	A	A Level 13	PB-4, GP 8700	01
	2.	Deputy Registrar	A	A Level 12	PB-3, GP 7600	04
	3.	Assistant Registrar	A	A Level 10	PB-3, GP 5400	06
Administrative* (Ministerial)	1.	Section Officer	B	Level 11	PB-2, GP 4800	06
	2.	Assistant Section Officer	B	Level 9	PB-2, GP 4200	10
	3.	Office Assistant	C	Level 7	PB-1, GP 2400	12
	4.	Multi-Tasking Staff	C	Level 4	PB-1, GP 1900	31
Secretarial (Ministerial)	1.	Principal Private Secretary (PPS)	A	Level 13	PB-3, GP 6600	01
	2.	Private Secretary	B	Level 11	PB-2, GP 4800	01
	3.	Senior Stenographer	B	Level 9	PB-2, GP 4200	01
	4.	Stenographer	C	Level 7	PB-1, GP 2400	01
Cadre/ Classification	S.No.	Name of the Post	Group	7 th CPC Pay Level	Pay Band and Grade Pay	Sanctioned No. of Posts
	1.	Superintendent Engineer (Civil/Electrical)	A	Level 15	PB- 3, GP 8700	02
Engineering Services	2.	Executive Engineer (Civil/Electrical)	A	Level 14	PB- 3, GP 7600	02

(Technical/ non- ministerial)	3.	Assistant Engineer (Civil/Electrical)	A	Level 12	PB-3, GP 5400	02	
	4.	Junior Engineer (Civil/ Electrical)	B	Level 9	PB-2, GP 4200	02	
	5.	Electrician	C	Level 7	PB-1, GP 2400	03	
	6.	Assistant to Electrician	C	Level 7	PB-1, GP 1900	02	
	IT Department						
		1.	Principal System Administrator	A	A Level 13	PB-3, GP 8700	01
Library	2.	Senior System Administrator	A	A Level 12	PB-3, GP 7600	01	
	3.	System Administrator	A	A Level 10	PB-3, GP 5400	01	
	1.	Librarian	A	A Level 13	PB-3, GP 8700	01	
	2.	Deputy Librarian	A	A Level 12	PB-3, GP 7600	01	
	3.	Assistant Librarian	A	A Level 10	PB-3, GP 5400	02	
	Cadre/ Classification						
Health Services	S.No.	Name of the Post	Group	7th CPC Pay Level	Pay Band and Grade Pay	Sanctioned No. of Posts	
	1.	Doctor	A	A Level 10	PB-3, GP 5400	02	
	2.	Staff Nurse	B	Level 7	PB-1, GP 2400	03	
	3.	Auxiliary nurse-cum- midwife (ANM)	C	Level 4	PB-1, GP 1900	03	
Transport Services (non- ministerial)	1.	Driver (ordinary grade)	C	Level 7	PB-1, GP 2400	07	
							

Guest House Services (non-ministerial)	1.	Cook	C	Level 4	PB-1, GP 1900	03
Legal Aid	1	Special Officer (Legal Aid)	...		Consolidated Pay of Rs. 50,000.-	01
					TOTAL	113

**GUIDING PRINCIPLES FOR PROMOTION
FUNCTIONS AND PROCEDURE OF THE DPC**

I GUIDING PRINCIPLES FOR PROMOTION

- (a) Every person eligible for promotion and coming within the zone of consideration shall be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as per the guidelines of NLUO or as per the Government guidelines.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for DPC.
- (d) Normally the DPC shall be held as per the vacancy year. However, the DPC may be held as and when necessary.
- (e) The period of service that will qualify for promotion under these Regulations shall be the completed years of service as on the date of DPC meeting for which the panel is to be prepared.
- (f) The documents to be placed before the DPC are (a) completed APARs, Integrity Certificate/Vigilance Clearance, Seniority, Details of Penalties awarded, if any, Vacancy Position etc.
- (g) In the previous post, the APARs must have been 'outstanding' or 'very good' in at least 80% of the APAR Records
- (h) The recommendations of the DPC stands accepted unless the Appointing Authority disagrees within three months. If the Appointing Authority disagrees, the reasons are to be recorded shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice.

II. FUNCTIONS OF THE DPC

- a. The Departmental Promotion Committee (DPC) will consider and make recommendations in all cases of Promotion of employees to selection as well as non selection posts.
- b. The Departmental promotion committee will function as Departmental Confirmation Committee (DCC) to make recommendations in all cases of Confirmation of the employees on their respective posts.

III. PROCEDURE OF DPC

- a) Each Departmental Promotion Committee will decide for itself the method and procedure to be followed. Generally, the DPC may not hold personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary. DPC may also recommend relaxation of any condition of recruitment regulations in exceptional cases, if necessary

- b) For each DPC, the zone of consideration, i.e. the number of eligible officers/officials to be considered for inclusion in the panel, will be as per the Government guidelines.

For promotion to the post with grade pay of Rs.7600 and above.

- c) The DPC shall, for promotions to the said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

For promotion to grades below the grade pay of Rs. 7600/- (including promotions from lower Groups of Group 'A' posts/grades/services)

- d) The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter- se-seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

Promotion for other Posts

- e) The employees should be placed in the panel in the order of their seniority, for its consideration. The DPC should categorize the employees as 'Fit' or 'not yet fit' for promotion on an assessment of their records. The inter-se seniority of the persons thus promoted shall not be disturbed.

Appendix IV

Composition/Procedure of Selection Committees for Direct Recruitment/DPC

The constitution of Selection Committees for various posts shall be as indicated below. However, as per the rules of the Government, if none of the officers included in the DPC/Selection Committee as per the composition given in the Recruitment Regulations is an SC/ST officer, it would be necessary to co-opt a member belonging to SC/ST Community. This provision would be applicable for all cadres in NLU Odisha.

Category of Posts	Composition for Direct recruitment	Composition for DPC/DCC
(Pay Level 10-12)	<ol style="list-style-type: none"> 1. The Vice-Chancellor- Chairperson 2. Registrar 3. One expert (not in service of the University to be nominated by the Vice-Chancellor) 4. One member of the EC, not being in the service of the University to be nominated by the Vice-Chancellor 5. An officer belonging to SC/ST in the Grade Pay/Pay Level of one step higher than the Grade Pay/Pay level of the post 6. Representative of woman/OBC/PWD - As per Govt. Rules. <p>(Note: Quorum 4 including 3)</p>	<ol style="list-style-type: none"> 1. The Vice-Chancellor- Chairperson 2. Registrar 3. One member of the EC, not being in the service of the University to be nominated by the Vice-Chancellor 4. An officer belonging to SC/ST to be nominated by the vice chancellor <p>(Note: Quorum shall be 3)</p>
(Pay Level 8-9)	<ol style="list-style-type: none"> 1. Registrar- Chairperson 2. HOD of the concerned Division/Unit 3. Two experts not in the service of the University to be nominated by the Vice-Chancellor 4. SC/ST representative to be nominated by the Registrar 5. Representative of Woman/OBC/PWD as per government rules <p>Quorum 4, including 3 or 4</p>	<ol style="list-style-type: none"> 1. Registrar- Chairperson 2. HOD of the concerned Division/Unit 3. A Professor to be nominated by the Vice-Chancellor 4. An officer belonging to SC/ST to be nominated by the vice chancellor <p>(Note: Quorum 3)</p>
(Pay Level 6-7)	<ol style="list-style-type: none"> 1. Registrar- Chairperson 2. HOD of the concerned Division/Unit 3. One expert not in the service of the University to be nominated by the Vice-Chancellor 4. SC/ST representative to be nominated by the Registrar 5. Representative of Woman/OBC/PWD as per government rules <p>Quorum 4, (3 must)</p>	NA

<p>For Posts with Grade Pay of Rs. 1800 and above (PB 1) (Pay Level 1 to 5)</p>		<ol style="list-style-type: none"> 1. Registrar- Chairperson 2. Deputy Registrar(s) to be nominated by the Registrar 3. SC/ST representative to be nominated by the Registrar <p style="text-align: center;">(Note: Quorum 3)</p>
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PROCEDURE FOR SELECTION COMMITTEE

1. The Selection Committee shall be constituted by the Appointing Authority/Vice Chancellor as per the composition laid down in clause. 16.
2. The Selection Committee so constituted shall meet on the date and time decided by the Appointing Authority/Vice Chancellor to hold the meeting for each post.
3. A notice of not less than 21 days shall be given to the applicants to be called for interview. The notice period can be reduced in exceptional circumstances with the prior approval of the Vice-Chancellor, depending on the merits of the case and the reasons and justification is to be recorded.
4. Every Selection Committee shall be competent to adopt its own procedures for the assessment of the suitability for appointment of candidates appearing before it. While making the recommendations the Selection Committee shall take into consideration the overall assessment based on the credentials of the candidates as well as the performance in the interview.
5. Outstation candidates called for interview shall be paid such travel expenses as decided by the University from time to time.
6. The Selection Committee shall consider all candidates referred to it before making its recommendation. Candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be considered separately.
7. The Selection Committee shall draw up the panel of selected candidates in the order of merit. Any candidate belonging to a reserved category who is selected on his own merit under general standards of eligibility without any relaxation in qualifications or other conditions of eligibility shall not be adjusted against the reserved quota.
8. The Selection Committee shall recommend candidates from among those referred to it, who it finds suitable for appointment to the post(s) for which the Committee was constituted.
9. It shall be open to the Selection Committee to recommend, in exceptional cases to be recorded in writing, eminent persons who may not have applied for appointment, to the Appointing Authority.
10. The decision of a Selection Committee shall be by consensus. Wherever

necessary, the decision will be by a majority vote. In case of a tie, the Chairperson of the Selection Committee shall exercise a casting vote.

11. Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay not exceeding five additional increments over and above the last pay drawn by the candidate or what is normally admissible under the Rules.
12. The recommendations of the Selection Committee shall be submitted to the Appointing Authority/Vice Chancellor/Executive Council and after the acceptance of the recommendations by the Authority concerned offer of appointment shall be issued to the selected candidate(s).
13. Provided that, in an emergency, the Vice-Chancellor may make an offer of appointment to a candidate recommended by the Selection Committee and report the matter to the Executive Council, wherever it is necessary.
14. The proceedings of the Selection Committee shall ordinarily be kept in a sealed cover to be opened by the Appointing Authority/Vice Chancellor/Executive Council following the selection, as the case may be.
15. The validity of the panel drawn up by the Selection Committee shall be one year from the date of approval of the Appointing Authority/Vice-Chancellor / Executive Council as the case may be. The Validity of the panel may be extended for another six months but not exceeding one year in exceptional cases, if the circumstances so warrant, for the reasons to be recorded in writing.

