



# NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

(Established by Odisha Act IV of 2008)  
Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha

Advt No.: NLUO/DVP-001/18-10-2023

## Advertisement for the post of Project Manager and Project Associate

The National Law University Odisha, Cuttack is inviting applications for the following posts **on contract** for the implementation of its Anti-Domestic Violence Project titled: "Addressing Domestic Violence in Odisha through Institutionalized Anti-Domestic Violence Response Protocols." The project is sponsored by the Human Rights Fund, Embassy of the Kingdom of Netherlands.

S. No.	Name of the Post	No. of Posts	Place of Posting	Qualifications
1	Project Manager (PM)	05	1 PM each in Balasore, Keonjhar, Sambalpur, Kalahandi, Ganjam	<b>Essential:</b> (1) Post Graduate in Social Science/Law or Social Work preferably with experience in field work (2) Proficiency in English, Odia and local language (3) Skilled in the usage of Computers <b>Desirable:</b> (1) Efficiency in MS Word & MS Excel (2) Effective research, writing and communication skills
2	Project Associate (PA)	10	2 PAs each in Cuttack, Sambalpur, Kalahandi, Ganjam; 1 PA each in Balasore, and Keonjhar	<b>Essential:</b> (1) Graduate in Law/Social Science/Social Work preferably with experience in field work (2) Proficiency in English, Odia and local language (3) Skilled in the usage of Computers <b>Desirable:</b> (1) Excellent Writing skill; (2) Efficiency in MS Word, MS Excel, Report Writing.

**Other Terms and Conditions for the above-mentioned posts are:**

1. The appointments are not against any regular post and are limited to the duration of the project. The appointments shall not confer any right for permanent/regular job or absorption in the University.
2. The appointments are for the specified project only.
3. The appointments are for duration of 2 years and the nature of appointment is contractual.
4. In case of unsatisfactory performance, the contract can be terminated by the University before the expiry of two years.
5. It is preferable for applicants to be able to drive two or four-wheelers as the project will involve substantial local travel to nearby cities and townships.
6. The Project Managers and Project Associates are, not entitled for any benefit like Provident Fund, or gratuity. Medical Insurance will be applicable as per the University rules.
7. The Project Managers and Project Associates will work under the supervision of Project Leader and Assistant Project Leader.

**8. Job Description:**

a. Project Manager:

- To implement the project under the supervision of the Project Leader and Assistant Project Leader by carrying out empirical and desk research
- Planning of activities and coordination with other implementing agencies/ State Government departments, holding of workshops and preparation of research results
- Preparation of interview schedules, questionnaires, survey forms etc. as and when required under the project
- Supervision of the Project Associates, Compilation of data collected by them, maintenance of all required files and timely submission of monthly/quarterly/half-yearly and annual reports
- Project Manager may be required to undertake local travel to cities and townships near their place of posting. Travel expenditure will be reimbursed in actuals for project-related travel out of station.

b. Project Associate:

- Under the supervision of Project Managers, collect empirical data, collate them and submit them to the Project Manager
- Coordinate with government institutions and establish ties with them for data collection
- Submit timely reports of work done to the Project Manager
- Travel expenditure will be reimbursed in actual for project-related out-station travel
- Telephone and Internet allowance amounting to a total of INR 4000/- will be paid to Project Associates

Interested candidates may apply on or before 01.11.2023 by sending the duly filled application form (available in the Careers Section of [www.nluo.ac.in](http://www.nluo.ac.in)), along with latest CVs and two Letters of Interest in English and Odia stating why they would like to work for the project with a Demand Draft of Rs.300/- for the posts in S.No 1 and Rs 100/- for posts in S. No. 2 drawn from any scheduled bank in favour of Registrar, National Law University, Odisha payable at Cuttack.

The applications must reach the Registrar, National Law University Odisha, Kathjodi Campus, CDA-13, Cuttack-753015 and the envelopes should mention clearly "APPLICATION FOR THE POST OF-----".

Only shortlisted candidates will be called for an interview. No TA/DA will be paid for the interview. For details visit the website: [www.nluo.ac.in](http://www.nluo.ac.in)

**Sd/-  
Registrar**