



**NATIONAL LAW UNIVERSITY, ODISHA**  
(established by Act 4 of 2008)

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

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

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

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

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

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

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

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

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

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

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

**20. Declaration**

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_  
 hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council meetings, my candidature / appointment may be cancelled by the University.

Signature of the applicant

\_\_\_\_\_  
 \*Name as signed (in BLOCK LETTER  
 \*Application not signed by the candidate  
 Liable to the rejected

**21. Endorsement by the EMPLOYER**

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

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

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

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

(Signature of the forwarding officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place : \_\_\_\_\_

Date: \_\_\_\_\_

Seal