

## RULES OF PLACEMENT

1. These rules are called 'Rules of Placement of NLUO', Cuttack. They are applicable to all the students for placement under campus selection.
2. The students Career Counselling and Placement Bureau shall function under the patronage of the Hon'ble Vice Chancellor (Chairman of the Bureau). The University campus placement/recruitment process for UG Students shall be the primary responsibility of the Bureau.

The Bureau prefers and shall strive hard to bring in the recruiters to the campus as it acts as a meaningful way of knitting a close association and liaison with field. However, in appropriate cases, arrangements would be made to send the students to participate in the placement/recruitment process at the places of the organizations, which shall be allowed only if absolutely necessary.

3. All activities pertaining to the placements/recruitments shall be looked after by the Chairman/Executive Chairman of the Bureau. The Assistant Registrar shall assist the Bureau with respect to placements/recruitments, and shall be responsible for carrying out day-to-day instructions issued by the Chairman/Executive Chairman in this regard.
4. All the students are expected to submit the required information to the Bureau within the prescribed period notified by the Bureau. The students may be asked to submit their CVs in a particular format. Once submitted, such information will be reckoned as complete and final for purpose of the placement/recruitment process, and no further amendments to such information will be permissible except with the prior permission of the Chairman/Executive Chairman.

Further, students who are not willing to participate in the University campus placement/recruitment process should communicate the same to the Bureau clearly in writing.

5. While submitting the information specified in point 3 above, any student/students desirous of having a particular Firm/Organization (which Firm/Organization has not participated in the University campus placement/recruitment earlier) to be invited, may submit the contact dated with full particulars of the said Firm/Organization. The Bureau shall endeavor to contact the desired destination and request that Firm/Organization to participate in the placement/recruitment process.

6. The Bureau shall update its list of potential recruiters and their contact details inclusive of the choices/information received from students in points 3 and 4 above.
7. The Bureau shall prepare a Recruitment Note which shall be dispatched to the potential recruiter's along with the invitation to participate in the University campus placement/recruitment process.

The Recruitment Note and the letters of invitation should be clearly and cogently drafted and formatted, and preferably be sent from the Executive Chairman's Office. Once so dispatched, the Bureau shall, if necessary, follow up with the concerned Firms/Organizations through e-mails or phone calls. It is important that the Recruitment Note and the invitations are sent to the potential recruiters in a timely manner.

8. As part of the placement/recruitment process, the Bureau shall try to conduct a few orientation sessions for the benefit of the students.
9. On getting the confirmations from the Firms/Organizations of their participation in the University campus placement/recruitment the same along with any requisites demanded by the Firms/Organizations shall be notified to the students.
10. If a Firm/Organization does not restrict the number of CVs or if the number, of CVs demanded by the Firm/Organization are equal to or more than the number of students who have opted for such Firm/Organization, then the CVs of all those students who exhibit their willingness to participate in the placement/recruitment process of that Firm/Organization shall be sent to the Firm/Organization.

However, if the number of CVs demanded/desired by the Firm/Organization are less than the number of students who have opted for that Firm/Organization, the Chairman and the Chairman/Executive Chairman shall decided as to which CVs are to be sent. The concerned students shall be informed about the steps taken by the Bureau in this regard.

11. Notwithstanding points 10 above, if a particular Firm/Organization specifies a particular category, specialization, benchmark pertaining to C.G.P.A., the CVs of only those students who fulfill such requisite conditions shall be sent to the Firm/Organization. This shall be done by the Chairman/Executive Chairman with the approval of the Chairman of the Bureau.
12. Once communicated by the Firms/Organizations, the students shall be informed about the tentative schedule or date of visit of the Firms/Organizations and any

placement/recruitment procedure prescribed by such Firms/Organizations pursuant to which the students would be expected to prepare themselves for the process.

13. The Bureau shall request the Firms/Organizations to give a Pre-placement Talk (PPT) explaining the students and responding to their queries regarding the Firm/Organizations background, the areas of practice, the work profile and the package being offered, the organizational hierarchy and growth prospects, the work culture, and other relevant terms and conditions. After conducting their placement/recruitment process, the Firms/Organizations shall be requested to inform their decision to the Bureau, who, in turn, shall then arrange a final meeting between the representatives of the Firm/Organization and the students who have been short listed in the placement/recruitment process. The students would be free to negotiate any terms of the offer in such meeting with the Firm/Organization pursuant to such meeting once, the final selection and offer is made by the Firm/Organization and as so communicated to the Bureau, the same shall be notified to the concerned students, who would then be required to give their final acceptance to the offer, in writing through the Bureau by the time, the representatives of the Firm/Organization save the Campus [generally twenty four (24) hours] or within such time required by the Firm/Organization.
14. In case any Firm/Organization insists on telephonic interview, the concerned students shall undertake such interview at the Bureau Office or at such other location as may be specified by the Bureau. This is to avoid any distractions, disturbances or background sound affecting the interview.
15. A student must accept the offer made by a Firm/Organization for which he/she has given consent or has appeared for an interview coordinated by the Placement Committee of Placement Bureau or through other authorities of the National Law University, Odisha, Cuttack. Upon refusal the offer the student will not be eligible for any further participation in the University campus placement/recruitment process.
16. An offer once accepted and communicated by a student to the Bureau, and the Firm/Organization shall be binding on the student such student shall not be eligible to participate any further in the University campus placement/recruitment process. It is to be understood by the students that no complying with the forgoing rule may not only trigger legal action by such Firm/Organization against the student but also would be at the cost of a career opportunity of another fellow student and will bring all repute to the University.

17. In case a student has received a Pre-placement Officer (PPO), from any Firm/Organization, such Student shall promptly communicate the same to the Bureau. If such student accepts the PPO, he/she shall not participate in the University Campus Placement/Recruitment process. However, if such student does not accept the PPO, he/she shall have to justify to the Bureau reasons for such non-acceptance, and may, subject to prior permission of the Chairman/Executive Chairman, be permitted to participate in the University Campus placement/recruitment process.
18. It is expected that all the participants shall adhere to the behavioral norms expected from the students of the University, as it shall reflect upon the reputation and goodwill of the University.
19. Any specific dispute or matter not covered by the above rules shall be referred in the Chairman of the Bureau, and his decision shall be final and binding.
20. As regards any queries on placements, the students are required to contact only the Chairman/Executive Chairman of the Bureau. The Chairman/Executive Chairman of the Bureau shall be responsible for all matters pertaining to placements.