

**Centre for Child Rights
National Law University Odisha
Recruitment of Personnel**

Centre for Child Rights was established by the National law University in 2015 as a specialized research center with UNICEF support with a **vision** of ensuring justice to children and promote effective implementation of children's laws in the State of Odisha.

The mission of the centre is to support and strengthen child protection structure by leveraging knowledge change and policy reforms at the various levels of institutional governance to make juvenile justice system to be more accountable, efficient and effective for protecting and promoting child rights.

Research and documentation of implementation of children's laws, Networking and alliance building, capacity building and training of various stakeholders of child protection structure, clinical legal education on child rights in law curriculum, evidence based advocacy, and policy dialogues etc., are the major strategies being adopted by the CCR to accomplish its child rights programmes.

The objectives of the CCR are:

- a) To improve access to justice for children through various purposive activities targeted to ensure protection of the rights of the children in various areas like child labour, gender justice, children's education, child trafficking etc.
- b) To work towards a more vigorous juvenile justice mechanism to ensure fair opportunity for children to realize their positive potential.
- c) To frame a collaborative approach by engaging different stakeholders and pro-active policy makers on the issues of child rights and juvenile justice.
- d) To conduct an exhaustive documentation exercise on the existing child laws and policies so as to come up with suggestions to fill up the loopholes if any and also recommend reorientation of policy when necessary.

- e) To work in association with different NGOs working in the field of improving the situations of child migrants who are higher risks of child abuse and child labour.
- f) To conduct awareness programme on the issues of juvenile justice and child rights to promote the idea of more conscious and self correcting society.
- g) To emphasize on mainstreaming through institutional approach to juvenile justice rather than separation.
- h) To enhance experiential learning by conducting extensive field work and research thereby make an integration of the practical reality and classroom teaching.

The Centre has been functioning with Senior Programme Coordinator and the Senior Research Associate since its inception in 2015. Recognizing the child rights legal education is the important area to be strengthened, the Centre for Child Rights in collaboration with the Centre for Distance Education, NLUO would introduce Post Graduate Diploma Programme in Child Rights & Law, Juvenile Justice, Child Sexual Abuse & law, and Psycho social care of children. Since, the activities of the Centre has been extended towards legal education, additional man power to handle the academic activities and also the administrative works including finance, one Programme Coordinator in a fixed remuneration of Rs.60,000/- pm and one Accountant cum Assistant in a fixed remuneration of Rs.20,000/- pm have been created.

Programme Coordinator (Academic)-Rs.60,000/- per month (fixed)

Responsibilities

1. Coordinate the introduction of distance mode of Certificate/Diploma Programmes with the guidance and direction from the Director of Distance Education, NLUO
2. Coordinate the introduction of weekend programme
3. Coordinate with the Clinical Course Coordinators and develop work plan for clinical learning of students
4. Coordinate with students volunteers on legal research on children issues
5. Child Rights Journal and publications
6. Legal Aid Clinics

Qualification

1. Post Graduate in Law or in any Social Sciences with five years experiences in the area of Child Rights
2. Well conversant in English and Computer applications
3. Expertise in SPSS or R package will be given preference
4. Commanding communication and writing skill in English
5. Applicant shall not have completed 45 years of age on the date of advertisement

Accountant cum Assistant -Rs.20,000/- per month (fixed)

Responsibilities

1. Maintenance of Accounts in respect of financial matters relating to the Centre for Child Rights as per computer accountancy and software application
2. Custodian of files relating to receipt and payments, cheques, bank pass-book, cash, cash book, vouchers and bills.
3. Monthly reconciliation of accounts with relevant records and bank pass book
4. Proper maintenance of bills and vouchers
5. Preparation of Utilization Certificates

Qualification

1. Graduate in Commerce or Accountancy
2. Well conversant in computer accountancy and software with 2-3 years of experience in accounting
3. Applicant shall not be completed 35 years of age on the date of advertisement

General Terms and conditions

1. Applicant desires to apply for one or more position should submit separate application to each post
2. A Demand Draft of Rs. 1000/- (Rupees One Thousand only) towards application fee drawn in favour of "**Registrar – National Law University Odisha, Cuttack** is also to be enclosed along with the application form in respect of the post Programme

Coordinator(Academic) and in respect of the post of Accountant cum Assistant the application fee shall be Rs.500/-

3. Application fees once paid shall not be refunded under any circumstances.
4. Applications incomplete in any respect and those received after the last date shall not be entertained.
5. Interested candidates are required to apply in the prescribed format. Format may be downloaded from University website www.nluo.ac.in.
6. Duly filled in application form along with the relevant supporting documents & CV should be sent to **Registrar, National Law University Odisha, Cuttack, Kathjodi Campus, CDA, Cuttack -753015 within 21 days from the date of advertisement**. The University shall not be responsible for any postal delay. Applications received after the stipulated date will not be considered.
7. **Only shortlisted candidates will be called for interview through email**
8. No TA/DA will be paid for attending the interview.
9. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.