



NATIONAL LAW UNIVERSITY, ODISHA

(established by Act 4 of 2008)
(Accredited with 'A' Grade by NAAC)

Application Form for the Position of Registrar / Finance Officer

National Law University, Odisha, Kathajodi Campus, Sector- 13, CDA, Cuttack - 753015, Fax/Ph: 0671-2338004 ----- Advertisement No.	Registration Number (For Office use Only) -----	Paste your recent passport size photograph here
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Payment Details	DD No.	Date:	Amount:	Name of the Bank:
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1.	Name of the post applied for	
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2. Personal Details

3.	Name (in Capital Letters)	First Name	Middle Name	Surname	
4.	Date of birth	Day	Month	Year	Age as on date of advertisement
5.	Place of birth	City / Village	State	Country	
6.	Father's name				
7.	Mother's name				
8.	Nationality				
9.	Gender	Male / Female			
10.	Community/Category (delete the ones not applicable)	Gen/SC / ST / OBC / Other Categories If other category:- Give details_____			
11.	Marital status	a. Married / Unmarried b. If married, name of spouse_____			

12. 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 (Major)	S.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	10 th Class/ equivalent							
	10 + 2 /equivalent							
	Bachelor's Degree							
	M.Phil./ equivalent							
	Ph.D							

13(A) Chronological list of experience (Teaching)						
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)

13(B). Chronological list of experience (Administration and Finance)						
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)

14. Academic distinctions			S.No. of Proof enclosed
Name of the Academic Course / Body	Academic distinction obtained		

15. Seminars/ Conferences/ Workshops/ Training programmes, attended/organized etc.	In India (No.)	Abroad (No.)	Total (No.)	S.No. of proof enclosed

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

17. Present position						
Designation	Name of the University/ Institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (DD/MM/YYYY)	S.No. of proof enclosed

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

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

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

- i. Matriculation marksheet / certificate
- ii. Intermediate marksheet / certificate
- iii. B.A. / B.Sc. / B.Com. (Final) marksheet/ degree
- iv. M.A./ M.Sc. / M.Com./ MBA (Final) marksheet/ degree
- v. M.B.A/C.A/C.S/I.C.W.A.I (Final) marksheet/ degree
- vi. L.L.B. (Final)marksheet / degree
- vii. L.L.M. marksheet / degree
- viii. M.Phil. degree
- ix. Ph.D. / D.Phil degree
- x. D.Litt, D.Sc., L.L.D. degree
- xi. Experience certificate
- xii. Copies of Testimonials
- xiii. Award (s) / Fellowship(s)
- xiv. Any Other Enclosures: (Please specify)
 - a)
 - b)
 - c)
 - d)

Total Number of above self attested testimonials attached _____ (in figure) _____.

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

21. 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

Signature of the applicant

*Name as signed (in BLOCK LETTER

*Application not signed by the candidate

22. 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 the case of the in-service candidate whether in permanent / contact or temporary capacity

Forwarded to the National Law University Odisha, Kathajodi Campus, Sector-13, CDA, Cuttack - 753015, Telefax:0671-2338004

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the National Law University, Orissa 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, Orissa.

(Signature of the Forwarding Officer)

Name: _____

Designation: _____

Place : _____

Date: _____

Official Seal