

**Instructions to the Candidates Shortlisted to appear for the Written Test for the Position of Assistant Registrar scheduled to be held on May 1, 2023, at 10:00 A.M.**

**Ref: Advt No.: NLUO/NT-R-001/10-01-2023**

The candidates who have been found eligible for the post of Assistant Registrar after scrutiny of their application and screening attachments are required to appear for the written test scheduled to be held on May 1, 2023, at 10:00 A.M.

Call letters have already been sent to the shortlisted Candidates in the email ids as given by them in the application form to appear for the Written Test for the Position of Assistant Registrar at NLUO

In view of the large number of qualified candidates it has been decided to divide the selection process in two Rounds.

Round-I will consist of a written test to be held in physical mode at NLUO to be taken by all qualified candidates.

Top 30 candidates will be asked to take part in the 2<sup>nd</sup> Round of the selection process which will include a Computer skill test + Interview.

The schedule for the same is as follows:

		Date	Time	Venue
Round-I	Written Test	01.05.2023	10 A.M.	NLUO
	Declaration of Results	02.05.2023	5 P.M.	NLUO

Round-II only for top 30 candidates as per the result in the written test.

		Date	Time	Venue
Round-II	i)Computer Skill Test	03.05.2023	As per schedule to be declared between 8 A.M. to 3 P.M.	NLUO
	ii)Interview	03.05.2023	From 10.30 A.M.	NLUO

The candidates are required to report to the following address on the specified dates and time:

<b>Round-I</b>	<b>Written Test:</b> Date: May 1, 2023 Reporting Time: 09:30 A.M. Venue: Administrative Building, National Law University Odisha, Kathjodi Campus, C.D.A., Sector - 13, Cuttack - 753015
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<b>Round-II</b>	<b>For the Top 30 candidates on the basis of results of Round-I</b>  <b>Skills Test and Interview:</b> Date: May 3, 2023 Time: 08:30 A.M. Venue: Administrative Building, National Law University Odisha, Kathjodi Campus, C.D.A., Sector - 13, Cuttack - 753015
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Candidates are requested to carry the following documents with them for the written test and interview:

- Copy of the email communication sent to their email id.
- Valid photo identification proof (Aadhar Card, Passport, Voter ID, etc.).
- Originals of educational certificates and mark sheets.
- Originals of experience certificates.

Any other relevant documents as mentioned in the original job advertisement.

Kindly note that the written test will assess your knowledge, skills, and abilities related to the Assistant Registrar position, and the skill test and interview will further evaluate your suitability for the role. The syllabus of the written test is sent as an attached along with the call letter sent to your email id and also uploaded on the University website.

The selection process will be conducted as per the rules and regulations of the organization, and the decision of the selection committee shall be final.

Please note that, the University will not provide any TA/DA or accommodation for attending the selection process. No request pertaining to change of written test, skill test or interview date or venue shall be entertained by the University.

Candidates are requested to check their email inbox as well as their spam folder for the call letter sent to their given email id. They are also requested to visit the career section of the University on [www.nluo.ac.in](http://www.nluo.ac.in) regularly till the completion of the selection process for any updates. University will not be responsible if any candidates will miss the written test for oversight or have not received the email because of the wrong email id given at the time of filling the application form.

Please contact us at [jobs@nluo.ac.in](mailto:jobs@nluo.ac.in) in case of any queries.

Sd/-  
Registrar