

The National Law University Odisha is inviting applications from the suitable candidates for the following Non-teaching position:

Sl. No.	Position - No. of Posts	Nature of Appointment	Remuneration
1	Nurse - 2	Contractual	Consolidated
2	Driver - 2	Contractual	Consolidated
3	Data Entry Operator-cum-Office Assistant - 2	Contractual	Consolidated

→ Last Date for receipt of applications: 24.10.2017;

→ For further details please visit our website i.e. <http://www.nluo.ac.in/career/> ;

→ Driving Test for the position at Sl. No. 2 will be done in a week time notice (will be notified on website and through e-mail);

→ National Law University Odisha reserves all rights to cancel the advertisement and to make/not to make appointment on particular posts or to increase / decrease the no. of posts without assigning any reasons thereof. No T.A. or any other allowances will be paid.

NURSE

Eligibility Criteria:

1. Must have completed a Bachelor's Degree / an Associate Degree / a Diploma Program in Nursing;
2. Must be having minimum 2 years of relevant experience;
3. Senior Matrons may also apply.

DRIVER

Eligibility Criteria:

1. He must possess valid driving license;
2. He must have passed class 8th or higher;
3. He must be able communicate in Hindi & Odia;
4. Knowledge of motor mechanism;
5. Experience of driving a motor car for at least 3 years;
6. He must be in a good mental condition and bodily healthy and free from any physical disorder;

DATA ENTRY OPERATOR-cum-OFFICE ASSISTANT

Eligibility Criteria:

1. Graduate with any discipline from any UGC / AIU recognized University;
2. Diploma in Computer Application [recognized by Department of Electronics] or equivalent;
3. The minimum duration of the course should be 6 months full time course;
4. Shorthand (Optional) & Knowledge of Microsoft Office/ Open Office Org etc(Essential);
5. At least two years as a post qualification experience in similar position in educational institute of national importance, or an equivalent post.

GENERAL INSTRUCTIONS:

1. The Applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria and only then apply.
2. Candidates already in Government/ Semi Government/ PSU service should send their application through proper channel. An advance copy may be sent directly. However, in such cases the candidates called for interview will have to produce No Objection Certificate or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
3. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances, unless followed by hard copy with signature within the prescribed last date.
4. While filling-up the Prescribed Application Form, please ignore the column named "Details of the Bank Payment" or mention "N/A" in the given Space.
5. Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.
6. University will not be responsible for any postal delay at any stage. No correspondence/queries will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview.
7. Candidates should submit the application form in the prescribed format along with recent passport size photograph. Application other than the prescribed format will not be entertained.
8. All Mark sheet, Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview and joining for verification. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear before selection Committee or to join
9. No accommodation will be provided in the University Guest House for attending the Interview.
10. The University reserves the right to fill/not to fill or increase/decrease any post. The University also reserves the right to offer temporary appointments against the advertised posts.
11. The University reserves the right to offer a lower rank position against a higher rank position depending on the suitability of the candidate.
12. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.

13. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. Higher initial payment GP/AGP may be given to exceptionally qualified and deserving candidates with relevant experience
14. Pay of the selected candidate will be fixed as per the recommendations of the selection committee only. Candidate from Government/ Semi Government/ Quasi Government service seeking pay protection must make claim before selection committee at the time of interview for necessary recommendation to avail protection.
15. Request for conduct of interview through Telephone/Video Conference/Skype or in any other mode will not be considered.
16. Canvassing in any form will disqualify the candidates.
17. The decision of the University in all matters will be final. No correspondence / in trim enquiry will be entertained from the candidates in connection with the process of selection/interview.
18. Candidates must apply in the prescribed forms available on NLUO website and send it to the Registrar, NLU Odisha.
19. Only Shortlisted candidates will be called for interview. No TA or DA will be paid to any applicant.
20. University reserves the right to offer the regular post to consolidated post.
21. Completed applications along with self attested photocopies of all relevant certificates should address to:

**The Registrar
National Law University Odisha
Kathajodi Campus, Sector-13,
CDA, Cuttack-753015**

NOTWITHSTANDING ANYTHING CONTAINED ABOVE:

- The University reserves all rights to increase/decrease the number of posts.
- The University reserves all rights to make/not to make appointment on particular post/s.
- The University also reserves all rights to cancel this advertisement without assigning any reason.
- The University reserves all rights to pre-pone/postpone the interview schedule depending upon the availability of the experts.
- Applicants must apply on prescribed form available on NLUO website.
- The envelope should be super scribed as “Application for the post of”
- Only shortlisted candidates will be called for interview through email.
- No TA/DA will be paid.

LAST DATE FOR RECEIPT OF APPLICATION: 24/11/2017

Sd/-
Registrar(I/c)