



National Law University Odisha
Invites Application for Programme Coordinator –one
post (Rs.60,000/- (fixed))

Place of work

Qualification

Juvenile Justice
Committee,
High Court of Orissa
Cuttack

1. Post Graduate in any discipline with LLB
2. At least five years of experience in the area of Child/Human Rights
3. Well conversant in English and Computer applications
4. Knowledge in Oriya and Hindi is essential

For further detail please visit www.nluo.ac.in

Last date for submission of application : **21days from the date of advertisement**

- Shortlisted candidates will be invited for personal interview.
- No travel cost will be paid for attending the interview.

Centre for Child Rights
National Law University Odisha
Recruitment of Personnel to Juvenile Justice Committee

Programme Coordinator (Juvenile Justice Committee)

Responsibilities

1. To administrate the Secretariat of Juvenile Justice Committee as per the direction of the Secretary Juvenile Justice Committee of the High Court of Judicature, Orissa High Court, Cuttack
2. Coordinate with UNICEF, line departments including the Judicial Officers to ensure the instructions of the Juvenile Justice Committees are complied with and submit the follow up report to the Chair, Juvenile Justice Committee through the Secretary, Juvenile Justice Committee
3. Coordinate with NLUO and Judicial Academy in matters relating to capacity building programmes
4. Juvenile Justice Committee Newsletter
5. Follow-up on the minutes of the meeting of Juvenile Justice Committee and report to the Chair, Juvenile Justice Committee through the Secretary, Juvenile Justice Committee
6. Collection of data from JJBs and Children's Courts and compilation of data
7. Documentation on best practices and case laws
8. Any other work assigned by the Juvenile Justice Committee

Qualification

A person who possess the following are eligible to apply

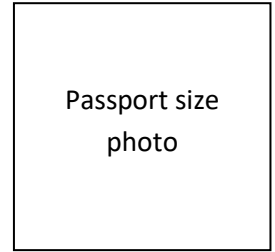
- i. Post graduate in any discipline with LLB
- ii. Minimum of five years of experience in the area of child/human rights
- iii. Well conversant in computer application
- iv. Commanding communication and writing skill in English
- v. Reading and writing skills in Oriya and Hindi is essential
- vi. Applicant shall not have completed 45 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.
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.

Application Form



A. Personal Profile

1. Title:

2. Name:

(First)

(Middle)

(Last)

3. Gender: Male /Female/Transgender

4. Date of birth:

5. Age:

6. Nationality:

7. Email:

12. Residential address:

13. Preferred address for correspondence:

14. Primary contact number:

15. Alternative contact number:

16. Disability/long term health conditions (if any):

B. Educational Profile

(Please attach transcripts)

Degree	Subject	Year	University

Academic achievements (if any):

C. Work experience

Organization	Position	From (MM/YYYY) To (MM/YYYY or Current if employed)	Responsibilities

D. Language Skills

Please specify the languages you know and rate the proficiency based on the following options: Excellent, Good, Fair, Poor.

Language	Reading	Writing	Speaking	Understanding

Details of DD drawn

- 1. Name of the Bank**
- 2. D.D. Number and date**
- 3. Amount**

Declaration

I certify that all the information provided in this application is authentic and accurate.

Date:

Signature of Application