

GENERAL CONDITIONS:

- (1) **Applicants must apply on prescribed format available on website (<http://www.nluassam.ac.in>).** Applications received in any other format other than the prescribed format will be rejected. Filled in Application form with attested copies of all relevant documents should be sent to the Registrar, NLUJAA, B.K. Kakati Road, Opp. SBI South Guwahati Branch, Ulubari, Guwahati - 781007. Please download the form and fill it carefully and correctly. An application with incomplete documentation or incorrect information is liable to be summarily rejected.
- (2) The appointment will be for five years or till the age of 62 years whichever is earlier. Contractual appointment will be on yearly basis however further extendable based on the performance of the candidate.
- (3) The envelope should be **super-scribed** as "Application for the post of <--name of the post -->".
- (4) E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form.
- (5) The prescribed qualifications and experience are minimum and mere fact that a candidate possesses the same will not entitle him/ her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications will be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinise the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applications who are not short-listed.
- (6) Stringent criteria may be applied for short-listing the candidates to be called for interview.
- (7) Incomplete application form without signature of candidate or without the prescribed fee shall summarily be rejected.
- (8) The University reserves the right to:
 - (i) Draw panel(s) for future appointment(s) in the event of non-joining of candidate(s) within the stipulated time.
 - (ii) Consider the applications received after the last date; but eligibility will be determined as on the last date of submission of application.
 - (iii) Consider "in-absentia" those who may have applied but are not able to appear for the interview;
 - (iv) Consider candidates for Skype test/interview if necessary;
 - (v) Not to fill up any of the advertised positions.
 - (vi) Appoint eligible candidate on tenure or contractual basis.
 - (vii) Appoint on contractual basis with consolidated pay as mutually agreed.
- (9) Qualifications and other conditions applicable are subject to UGC Regulations 2010 and as amended from time to time.
- (10) Candidates applying for the advertised position have to ensure that they possess the qualifications prescribed and evidence in this regard be attached with the applications.

- (11) The eligibility of the candidates will be determined on the basis of qualifications acquired by them up to the last date fixed for receipt of applications.
- (12) The University reserves the right to modify / withdraw / cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection may be detected even after issue of appointment letter.
- (13) The University shall verify the antecedents or documents submitted by a candidate at any 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 undesirable clandestine/antecedents and suppressed the said information, then his service shall be terminated.
- (14) The applications should reach the University at the address given below on or before the last date mentioned in the advertisement i.e. February 22, 2016.
- (15) Candidates are advised to submit their applications well in time and should not wait for the last date of receipt of applications. The University will not be responsible for postal delays etc. and no correspondence/queries will be entertained from candidates on this account.
- (16) 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, for which the candidates are advised to be in the lookout for announcements in the NLUA website *i.e.* www.nluassam.ac.in
- (17) Applicants serving in Government/Semi-Government organizations / Public Sector Undertakings/Autonomous Bodies must send their applications **through Proper Channel**. The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
- (18) Candidates shall have to produce original documents at the time of appearing for the interview.
- (19) Canvassing in any form may lead to cancellation of candidature.
- (20) **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be **rejected at the threshold**.
- (21) Two copies of photographs and a Demand Draft of **Rs. 1000/- (Rupees One Thousand only)** for General candidates and **Rs. 750/-(Rupees Seven Hundred Fifty only)** for SC/ST/SAP candidates drawn in favour of **“The Registrar, National Law University and Judicial Academy, Assam”** payable at Guwahati shall have to be enclosed as application fee with the application form. A candidate is requested to write his/her name and advertisement number of the post at the back of Demand Draft. For safety, it is advisable to send applications by either Registered Post or a reliable courier service.
- (22) The decision adopted by the University authorities at any stage of the selection process will be final and binding.
- (23) No TA/DA will be paid to any candidate for appearing the written test and interview.