Annexure - I

GENERAL CONDITIONS:

(1) Filled in Application Form with attested copies of all relevant documents should be posted to "The Registrar, National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Kamrup – 781031" on or before **07-12-2026 by 05:00 pm**. Please fill the form carefully and correctly. Any application with incomplete documentation or incorrect information is liable to be summarily rejected. Separate Application Form is required to be filled up for each post.

(2) E-mail addresses of the candidates and other contact information (if any) must be mentioned in the proper place of the Application Form

(3) **Only shortlisted candidates will be called for interview**. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview. Fulfillment of essential qualifications per se does not entitle a candidate to be called for interview. Further, depending upon the number of applications received against each advertised posts, University may hold a Written Test Examination / Practical Test on the relevant subjects as decided by the University for shortlisting candidates.

(4) The University may adopt appropriate shortlisting criteria to screen applications based on academic qualifications, experience and other relevant credentials.

(5) The candidates must not be less than 18 years and not more than 45 years of age as on date of advertisement. Relaxation for age and qualification for the reserved category candidates will follow Govt. of Assam Rules.

(6) Age relaxation for all categories candidates including candidates of the General Category may be considered depending on the merit and experience of the same, especially for those with work experience in reputed educational/research Institutes and having a good performance record.

(7) The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.

(8) The University reserves the right to modify/cancel/withdraw any communication made to the candidates(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at a different stage;

(9) **Candidates with substantial experience in the administration of Higher Education Institutions (HEIs) of national character will be preferred.** In the event that a high volume of applications is received, the University reserves the right to adopt suitable screening parameters to shortlist candidates. These parameters may include, but are not limited to, enhanced criteria regarding professional experience specifically within higher education institutions.

(10) The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate. Persons who may be selected/ appointed based on wrong information supplied by the candidate may be terminated at any stage;

(11) 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 NLUJA, Assam website.

(12) The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process;

(13) The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised posts.

(14) Persons who are currently employed must submit a "No objection certificate" from their current employer along with their application, without which their application will not be considered further.

(15) Candidates from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority as specified by the Govt. of Assam, along with their application form.

(16) The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.

(17) The application form duly filled in the prescribed form must reach the office of the Registrar on or before the **last date** at the under-mentioned address. Applications received after last date shall not be included in the selection process. **Applications received through emails will not be considered.**

(18) 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.

(19) Shortlisted Candidates shall have to produce original documents at the time of appearing in Interview.

(20) **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate/Caste Certificate etc.) will be **rejected at the threshold.**

(21) Application Fee will have to be paid through Demand Draft in favour of "The Registrar, NLUJA, Assam and payable in Guwahati.

Application Fee:

Officer Category (Sl. No. 1-2 of Advertisement)

- Rs.2,500/- for candidates of UR Category
- Rs.1,500/- for candidates of SC/ST/OBC?MOBC

Other Category (Sl. No. 3 of Advertisement)

- Rs.2,000/- for candidates of UR Category
- Rs.1,500/- for candidates of SC/ST/OBC?MOBC

Demand Draft should be drawn in favour of **"The Registrar, National Law University and Judicial Academy, Assam"** payable at Guwahati shall have to be enclosed as application fee along with the application form. Candidates are requested to write his/her name, advertisement number and the serial number of the post behind the Demand Draft. For safety, it is advisable to send applications by either Registered Post or a reliable courier service, or by hand should be submitted on or before the last date mentioned in the advertisement.

(22) The decision adopted by the University authorities at any stage of the selection process will be final and binding.

(23) Selected candidates will be governed by University Service Regulations.

(24) No TA/DA will be paid to any candidates for appearing written test and interview.

Sd/-
Registrar