



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar

एफसं. /F. No. 3-22/2024-Rectt.

दिनांक / Date: 24th October 2024

सूचना /NOTICE

Sub.: Provisionally shortlisted candidates for Written Test and Interview for the post of “Assistant Legal Officer”.

Ref: Advertisement No. Rectt./02/ Non-Teaching/ 2024, dated 03 September 2024.

This is to notify that the **Written Test and Interview** of the provisionally shortlisted candidates at **Annexure-I** for the post of **Assistant Legal Officer (UR-01)** will be held as per the following schedule & list:

A. Details of Schedule		
1	Date of Written Test	08 November 2024 (Friday)
2	Reporting Time	08:30 A.M.
3	Date of Interview (For those who qualify in the Written Test)	09 November 2024 (Saturday)
4	Reporting Time	08:30 A.M.
5	Venue	Administrative Building, Indian Institute of Technology Bhubaneswar, Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134815
B. Details of candidates Shortlisted / Not Shortlisted		
1	List of Provisionally Shortlisted candidates	Annexure – I
2	List of candidates Not Shortlisted based on eligibility criteria	Annexure – II

The candidates are also requested to note the followings:

- 1) The screening of applications for the post of **Assistant Legal Officer (L-10)** has been done as per the eligibility criteria mentioned in the advertisement.
- 2) The shortlisted candidates (**Annexure – I**) are required to appear for the Written Test on 08.11.2024. If qualified in the Written Test, such candidates only will appear for Personal Interview next day; i.e. on 09.11.2024. The candidate has to appear for the selection process based on this notification along with copy of the intimation received through email. No individual hard copy of the call letter shall be sent.
- 3) Candidates are required to carry a Proof of Identity issued by Govt. (**in original**) such as Aadhaar Card/Passport/Driving License/PAN Card/Voter Card etc. for appearing the Written Test.
- 4) The list of candidates not fulfilling the eligibility requirements are given in **Annexure –II** along with the reasons thereof.

- 5) The candidates listed at **Annexure – II** whose applications are not shortlisted, may submit their representation only on Google Form link "<https://docs.google.com/forms/d/1fQc9SHk2eG3u2IPELE4q1zkzA3HmuFT8M8ww9tTdROs/edit>" by 5.00 P.M. **of 31st October 2024**. No communication beyond the said date & time shall be entertained.
- 6) The candidates are also advised to visit the Institute website (<https://www.iitbbs.ac.in/index.php/home/jobs/>) regularly for any further updates.

Scheme of Examination and Syllabus for Written Test

Particulars	Maximum Marks	Duration	Syllabus for Written Test
Objective (MCQs)	100	60 Minutes	<ul style="list-style-type: none"> ➤ Constitution of India ➤ Guidelines for Works Contract and Procurement Manual of GoI. ➤ Law of Contract ➤ Labour Law, Social Security & Wage Legislation ➤ Legal Aptitude ➤ RTI & CVC guidelines ➤ Govt. Of India CCS (CCA) Conduct Rules and Disciplinary proceedings ➤ Proficiency in English ➤ Reasoning and Numerical ability ➤ General Knowledge which includes Indian History, Indian Economy, Geography, General Science, General Knowledge and Current Affairs. ➤ Domain Knowledge ➤ Case Study based questions on Legal matters ➤ Arbitration, Conciliation & Alternate Dispute Resolution Mechanism, ➤ Mediation Act, Industrial Dispute Resolution, ➤ Payment of Wages Act, ➤ The Sexual Harassment of Women at Workplace (Prevention & Redressal) Act, ➤ Service rules, ➤ Contract Labour (Regulation & Abolition) Act, ➤ Environment Protection Act, Forest Land Acquisition and Conversion, Guidelines for Works Contract and Procurement Manual of GoI. ➤ Knowledge on preparation Govt. Noting and Drafting and Office Procedure, Drafting MoUs, MoAs ➤ GoI Rules & Regulations including GFR ➤ Proficiency in Computer
Descriptive	100	90 Minutes	

N.B.:

Only the candidates who qualify in the Written Test would be permitted to appear for Interview on 09.11.2024. Result of the written test will be published in the Institute website.

Other Instructions for the candidates for appearing for the Interview:

- Candidates are required to produce a Proof of Identity issued by Govt. **(in original)** such as Aadhaar Card/Passport/Driving License/PAN Card/Voter Card etc. without which the candidate will not be permitted to appear for the Interview. No photocopies of the above documents shall be entertained.

2. Candidates are required to bring all the **original and a set of photocopies of all the** Educational Certificates, Mark-sheets, testimonials, experience certificates, category certificates (SC/ST/OBC-NCL/PwBD/EWS), if applicable, and any other relevant documents as mentioned in the Application Form. During actual verification from original documents, if any discrepancy is noticed, candidate(s) **will not be allowed to appear for the Interview.**
3. **Certificate in support of experience should be in proper format i.e. it should be on the organization's letterhead and contains date of issue, post wise duration of service, salary/pay scale/pay level, name and designation of the issuing authority along with their signature and stamp etc. (Refer Annexure-III). Submission of original experience certificate during document verification is compulsory. The offer letter, promotion order, pay slips etc. shall not be considered as experience certificate. If a candidate could not produce an experience certificate in the specified format or produce a certificate without having the required details, he/she will not be allowed to attend the Test/Interview.**
4. Candidates are requested to bring a '**No Objection Certificate**' along with **Vigilance Clearance Certificate** from the employer, in case he/she is employed in a Government, Semi-Government, Autonomous Organization including Public Sector Undertakings etc. and whose application has not been forwarded through proper channel by the employer for this post. In the absence of **No Objection Certificate** and/or any other certificate as mentioned above, **the candidature shall not be considered for further recruitment process.**
5. Candidates must report at **8:30 A.M.** sharp on the scheduled date at the venue, failing which the candidate will not be allowed to appear for the Written Test/Interview.
6. Electronic gadgets such as Bluetooth, mobile phone, laptop, iPad, Smart watch etc. are not allowed in the examination hall. However, candidates are required to bring writing materials such as ball point Pen (blue/black), HB Pencil etc.
7. *No TA/DA shall be paid to the candidates for attending the Test/Interview. The candidates are advised to make their own arrangement for lodging and boarding to appear the recruitment process.*

**Sd/-
Registrar**

Annexure - I

List of Provisionally **Shortlisted** Candidates for the post of
"Assistant Legal Officer"

Sl. No.	Application No.	Remarks
1	NT030924ALO0016	-
2	NT030924ALO0018	-
3	NT030924ALO0028	-
4	NT030924ALO0033	-
5	NT030924ALO0035	-
6	NT030924ALO0038	-
7	NT030924ALO0041	-
8	NT030924ALO0052	-
9	NT030924ALO0058	-
10	NT030924ALO0062	-
11	NT030924ALO0070	-
12	NT030924ALO0080	-
13	NT030924ALO0083	-
14	NT030924ALO0098	-
15	NT030924ALO0101	Subject to clarification regarding experience
16	NT030924ALO0103	-
17	NT030924ALO0104	-
18	NT030924ALO0107	-
19	NT030924ALO0110	-
20	NT030924ALO0111	-
21	NT030924ALO0112	-
22	NT030924ALO0113	-
23	NT030924ALO0116	-
24	NT030924ALO0117	-
25	NT030924ALO0121	-
26	NT030924ALO0122	-
27	NT030924ALO0124	-
28	NT030924ALO0126	-
29	NT030924ALO0127	-
30	NT030924ALO0129	-
31	NT030924ALO0130	-
32	NT030924ALO0131	-
33	NT030924ALO0132	-
34	NT030924ALO0139	-
35	NT030924ALO0140	-

Annexure – II

List of **Not Shortlisted** candidates with reason of rejection for post of

“Assistant Legal Officer”

Sl. No.	Application No.	Reason for Rejection
1	NT030924AL00011	NRE
2	NT030924AL00017	OA, NE
3	NT030924AL00019	NARE
4	NT030924AL00022	NARE
5	NT030924AL00031	NE
6	NT030924AL00040	NE
7	NT030924AL00043	NEQ, NE
8	NT030924AL00044	NARE
9	NT030924AL00051	NE
10	NT030924AL00056	NAF, Incorrect Information provided
11	NT030924AL00057	NARE
12	NT030924AL00059	NARE
13	NT030924AL00066	NARE
14	NT030924AL00068	NARE
15	NT030924AL00086	NE
16	NT030924AL00089	NARE
17	NT030924AL00090	NE
18	NT030924AL00096	NARE
19	NT030924AL00099	OA, NRE
20	NT030924AL00102	NARE
21	NT030924AL00105	NARE
22	NT030924AL00114	NE
23	NT030924AL00115	NARE
24	NT030924AL00119	NARE
25	NT030924AL00135	NARE
26	NT030924AL00138	NE

Sl. No.	Abbreviation of rejection criteria	
1	NEQ	No Essential Educational Qualification
2	NARE	No Adequate Required Experience
3	NRE	No Relevant Experience
4	NE	No Experience
5	OA	Overage
6	NSRD	Non- Submission of Required Documents
7	NBRC	Not Belongs to Required Category
8	NAF	No Application Fees

Annexure – III

(To be issued in Letter Head of the Institution/Issuing Authority)

Experience Certificate

This is to certify that Shri/Ms. _____ S/o, D/o, W/o Shri _____
is/was an employee of this Organization/Department/Ministry and duties performed by him/her during the period
are as under:

Details of experience (please indicate the latest first, add row if necessary)

Sl. No.	Post held	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of appointment (permanent/ temporary/ Part-time/ contract)	Pay level/ Scale	Last basic pay drawn	Duties performed/ experience gained in brief in each post (max. 50 words)

It is certified that above facts and figures are true and based on service records available in our organization/ Department/ Ministry.

Dated:

Signature

(Name of the Competent Authority with seal)