



NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

(Established by Odisha Act IV of 2008)
Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha

Advt No.: NLUO/SMM-III/PM-II/28-05-24

Advertisement for the post of Project Manager

The National Law University Odisha, Cuttack is inviting applications for the Post of Project Manager for the implementation of its Project "Social-Mapping of Migrant Workers in Odisha – Phase III", sponsored by the Labour and ESI Department, Government of Odisha.

S. No.	Name of the Post	No. of Posts	Place of Posting	Qualifications
1	Project Manager (PM)	03	One in each district of Kalahandi, Nuapada and Balangir	Essential: (1) Graduate in Social Science/Law or Social Work from any recognized university with 55% marks, preferably with experience in field work. (2) Proficiency in Odia, English and local dialect. (3) Skilled in the usage of Computers. Desirable: (1) Efficiency in MS Word & MS Excel (2) Good communication skills

Other Terms and Conditions for the above-mentioned posts are:

1. The appointments are purely temporary. The appointments shall not confer any right for permanent/regular job or absorption in the University.
2. The appointments are for the specified project only.
3. The appointments are for a duration of 6 months starting from 1 July 2024 to 31 December 2024.
4. The remuneration for the abovementioned post will be consolidated Rs.25,000/- per month. No extra amount will be given towards Travel Allowance, if any.
5. In case of unsatisfactory performance, the contract can be terminated by the University before the expiry of 6 months with a prior notice of 2 weeks.
6. The Project Managers are, not entitled for any benefit like Provident Fund, gratuity or other like benefits.
7. The Project Managers will work under the supervision of Project Coordinators and Project Leader.

Job Description:

Project Manager:

- To implement the project under the supervision of the Project Coordinators and Project Leader by carrying out empirical and desk research.

- Planning of activities and coordination with enumerators/field investigators, district administration and others as directed by the Project Coordinators and Project Leader.
- Preparation of interview schedules, questionnaires, survey forms etc. as and when required under the project.
- Supervision of the enumerators, compilation of data collected by them, maintenance of all required files and timely submission of monthly reports.
- Project Manager shall be required to undertake local travel in their respective districts.

Interested candidates may apply on or before **05.06.2024** by sending the duly filled application form (available in the Careers Section of www.nluo.ac.in), along with latest CVs (not more than 2 pages), with a Demand Draft of Rs. 300/- for the abovementioned post drawn from any scheduled bank in favour of Registrar, National Law University, Odisha payable at Cuttack.

The applications must reach the Registrar, National Law University Odisha, Kathajodi Campus, CDA-13, Cuttack-753015 and the envelopes should mention clearly “APPLICATION FOR THE POST OF PROJECT MANAGER – SOCIAL MAPPING PHASE 3”.

Only shortlisted candidates will be called for an interview. No TA/DA will be paid for the interview. For any further queries please write to socialmapping3@nluo.ac.in Candidates are requested to regularly check the university website (www.nluo.ac.in) for any updates regarding this recruitment process.

Sd/-Registrar