



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Waranga, PO: Dongargaon (Butibori),
Nagpur – 441108 [Maharashtra]

RN-18 / December 31, 2022

Maharashtra National Law University, Nagpur invites applications for the following **Contractual** Positions:

Sl. No.	Position	Number of Positions	Application Fee
1.	Deputy Finance and Accounts Officer Pay Scale: Level 12: Rs.78,800-2,09,200	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
2.	Junior Engineer (Civil) Pay Scale: Rs.41,800-1,32,300	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
3.	Junior Engineer (Electrical) Pay Scale: Rs.41,800-1,32,300	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
4.	Secretary-cum-Stenographer (Lower Grade) Pay Scale: Rs.38,600-1,22,800	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
5.	Receptionist Pay Scale: Rs.25,500-81,100	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
6.	Junior Electrician Pay Scale: Rs.21,700-69,100	01 (UR) 01-OBC (Mah.)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
7.	Driver-cum-Office Attendant (HMV) Pay Scale: Rs.21,700-69,100	01 (UR) 01 ST (Mah)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)
8.	Driver-cum-Office Attendant (LMV) Pay Scale: Rs.19,900-63,200	04 (UR) 03 SC (Mah.) 02 OBC (Mah.) 01 NT (Mah.)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)
9.	Cook Pay Scale: Rs.16,600-52,400	02 (UR)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)
10.	Office Attendant Pay Scale: Rs.15,000-47,600	08-UR 03-SC (Mah.) 02-OBC (Mah.) 01-ST (Mah.) 01-NT (Mah.)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)
11.	Caretaker-cum-Office Assistant Pay Scale: Rs.15,000-47,600	02 (UR) 01-OBC (Mah.)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)

12.	Sweeper Pay Scale: Rs.15,000-47,600	02 (UR) 01-SC (Mah.)	Rs.750/- (For Unreserved Candidates) Rs.500/- (For Others)
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LAST DATE FOR SUBMISSION OF APPLICATION FORM: **JANUARY 31, 2023 (TUESDAY).**

QUALIFICATIONS AND EXPERIENCE:

Deputy Finance and Accounts Officer

1. Qualifications:

A Master's Degree with at least 55% of marks or its equivalent grade from a recognized university/institution

(a) Nine Years of experience as Assistant Professor in academic level 10 and above with experience in educational administration;

or

(b) Comparable Experience in a research establishment and/or other institutions of higher education;

or

(c) Five Years of administrative experience as Assistant Registrar or in an equivalent post.

(d) The Deputy Registrar/Deputy Finance and Accounts Officer/Deputy Controller of Examinations shall be superannuated on attaining the age of sixty years.

2. Role and Responsibilities:

1. Deputy Finance and Accounts Officer shall aid and advise the Registrar, Accounts and Finance Officer or Controller of Examination, respectively in all matters pertaining to the administration of the University.

2. Deputy Finance and Accounts Officer shall coordinate/liaison/report to the Registrar, Accounts and Finance Officer or Controller of Examination, respectively.

3. Deputy Finance and Accounts Officer shall comply with the directions and assist the Registrar, Accounts and Finance Officer or Controller of Examination, respectively, in the performance of their duties as specified in these Regulations.

4. They shall perform such other functions, as may be assigned to them from time to time by the Registrar, Accounts and Finance Officer or Controller of Examination, as the case may be or by the Vice-Chancellor.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Junior Engineer (Civil)

1. Qualifications:

- a) A Bachelor's Degree in Civil Engineering from a recognized university/institution with at least 60% marks or its equivalent grade.
- b) A minimum of two years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.

or

- c) Five Years of experience as Junior Engineer or retired engineers from government department(s) having experience in the field.

2. Role and Responsibilities:

1. Junior Engineer shall work under the supervision and control of University Engineer.
2. He shall be responsible for the implementation of the plan for construction, repairs, renovation and for maintenance of physical facilities in consultation with the Vice-Chancellor.
3. He shall be responsible for undertaking, overseeing, and reviewing the work of relevant engineering departments.
4. He shall identify, investigate, and analyse complex engineering problems and report the same to the University Engineer from time to time.
5. He shall assist the University Engineer in the performance of his duties.
6. He shall prepare records and submit periodic reports to the University Engineer, as may be required from time to time.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Junior Engineer (Electrical)

1. Qualifications:

- a) A Bachelor's Degree in Electrical Engineering from a recognized university/institution with at least 60% marks or its equivalent grade.
- b) A minimum of two years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.

or

- c) Five Years of experience as Junior Engineer or retired engineers from government department(s) having experience in the field.

2. Role and Responsibilities:

1. Junior Engineer shall work under the supervision and control of University Engineer.
2. He shall be responsible for the implementation of the plan for construction, repairs, renovation and for maintenance of physical facilities in consultation with the Vice-Chancellor.
3. He shall be responsible for undertaking, overseeing, and reviewing the work of relevant engineering departments.
4. He shall identify, investigate, and analyse complex engineering problems and report the same to the University Engineer from time to time.
5. He shall assist the University Engineer in the performance of his duties.
6. He shall prepare records and submit periodic reports to the University Engineer, as may be required from time to time.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Secretary-cum-Stenographer (Lower Grade)

1. Qualifications:

- a) A Bachelor's Degree in any subject from a recognized University/Institution with 55% marks.
- b) A minimum of two years of experience and Shorthand with a minimum speed of 140 wpm; and.
- c) Proficiency in English, Hindi and/or Marathi languages, and in Computer as prescribed from time to time.

2. Role and Responsibilities:

1. He shall work under the supervision and control of the officer and/or departmental head to which he is attached.
2. He shall render the required assistance to the officer and/or the departmental head concerned in the performance of his duties.
3. He shall take dictation and be responsible for typing letters, communications, emails etc. after due approval from the officer with whom he is attached.
4. He shall maintain a proper record in accordance with the needs and requirements of the office and in consonance with University policies.

5. He shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Receptionist

1. Qualifications:

The candidate must have:

- a. A Bachelor's Degree in any discipline from a recognized University/Institution;
- b. At least Two Years of experience in any University/Central or State Government Organization/Higher Secondary Council or Board of Secondary education/any other Institution or Establishment; and
- c. Proficiency in English, Hindi and/or Marathi languages and in Computer as prescribed from time to time.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Junior Electrician

1. Qualifications:

The candidate must have:

- a. Passed 10th or an equivalent from any recognized Board;
- b. Matriculation with ITI Certificate in the relevant trade; and
- c. At least two years of experience in the field.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Driver-cum-Office Attendant (HMV)

4. Qualifications:

The candidate must have:

- d. Be 12th Standard Pass, shall possess a valid Driving License for Heavy Motor Vehicle;
- e. Have basic knowledge of motor mechanism; and
- f. Have at least Three Years of experience in driving Heavy Motor Vehicles/Motor Cars.

5. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

6. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Driver-cum-Office Attendant (LMV)

1. Qualifications:

The candidate must have:

- a. Be 12th Standard Pass, shall possess a valid Driving License for Light Motor Vehicle;
- b. Have a basic knowledge of motor mechanism; and
- c. At least Three Years of experience in driving Heavy Motor Vehicles/Motor Cars.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Cook

1. Qualifications:

The candidate must have:

- a. Passed 10th or an equivalent from any recognized Board; and

- b. Two Years of experience as Cook in a Hostel/Guest House/Canteen or a Mess attached to a Hostel in any Institution of Higher learning having experience in preparation of Vegetarian and Non-Vegetarian food items.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Office Attendant

1. Qualifications:

The candidate must have:

- a. Passed 10th or an equivalent from any recognized board; and
- b. Ability to read, write and communicate with at least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Caretaker-cum-Office Assistant

1. Qualifications:

The candidate must have:

- a. Passed 10th or an equivalent from any recognized board and shall have the ability to read, write and communicate; ad
- b. At least Two Years of experience in any University/Central or State Government Organization/Higher Secondary Council or board or Secondary Education.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Sweeper

1. Qualifications

The candidate must have:

- a. Passed 8th or an equivalent from a recognized board;
- b. At least two years of experience.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

GENERAL CONDITIONS

1. **Applicants must apply on prescribed format available on website (<http://www.nlunagpur.ac.in>).** Applications received in any other format other than the prescribed form will be rejected. Filled in Application form with attested copies of all relevant documents should be sent to the **Registrar, Maharashtra National Law University, Nagpur, Waranga, PO: Dongargaon (Butibori), Nagpur – 441108 [Maharashtra]**. 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 envelope should be **super-scribed** as “Application for the post of <--name of the post -->”.
3. E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form.
4. The Applicants are required to send an advance scanned copy of Filled-in Application to recruitment@nlunagpur.ac.in
5. 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. Fulfilment of essential qualifications *per se* does not entitle a candidate to be called for interview. Those who are possessing higher qualifications and exposure to National Law University system shall be given preference in short-listing the candidates.
6. The University reserves the right to relax any requirements of experience and age for exceptional candidates, especially for those holding a similar position in a reputed educational / research Institution and having a good track 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

any position and its decision in this regard shall be final.

9. 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.
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 disqualify any candidate who attempts to lobby or canvass to influence the selection process.
12. Candidates 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.
13. The applicants from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority along with their application form.
14. 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.
15. The hard copy of 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.
16. 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 employer (s) will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
17. Candidates shall have to produce original documents at the time of appearing in Interview.
18. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be **rejected at the threshold**.
19. Application fee shall be paid through the Bank link <https://www.onlinesbi.com/sbicollect/icollecthome.htm> The online receipt of fees paid through SBI Collect shall be enclosed with the application form. For safety, it is advisable to send applications by either Registered Post or a reliable Courier Service.
20. The decision of the University authorities during the different stages of the selection process will be final and binding.
21. Selected candidates will be governed by the Maharashtra National Law University, Nagpur Service and Financial Regulations.

22. In case of any dispute / suit or legal proceeding against the University, the jurisdiction shall be restricted to the Courts in Nagpur, which is the Headquarters of the University.

Address to send the hard copy of the Filled-in Application

**Registrar,
Maharashtra National Law University, Nagpur,
Waranga, PO: Dongargaon (Butibori),
Nagpur – 441108 [Maharashtra]**

**Sd/-
Registrar**