



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-15 / May 6, 2022

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

Sl. No.	Position	Number of Positions	Application Fee
1.	Finance and Accounts Officer (Tenure) Pay Scale: Level 14: Rs.1,44,200-2,18,200	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
2.	System Administrator (Contractual) Pay Scale: Rs.49,100-1,55,800	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
3.	Hostel Warden (Male) (Contractual) Pay Scale: Rs.41,800-1,32,300	01 (UR) 01 (OBC) Mah. 01 (SC) Mah.	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
4.	Hostel Warden (Female) (Contractual) Pay Scale: Rs.41,800-1,32,300	01 (OBC) Mah. 01 (SC) Mah. 01 (ST) Mah.	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
5.	System Operator (Contractual) Pay Scale: Rs.41,800-1,32,300	01 (UR) 01 (SC) Mah.	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
6.	Junior Accountant (Contractual) Pay Scale: Rs.35,400-1,12,400	01 (UR) 01 (SC) Mah.	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
7.	Driver (LMV) (Contractual) Rs.22,400/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
8.	Driver (HMV) (Contractual) Rs.22,400/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
9.	Nurse (Contractual) Rs.22,400/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
10.	Carpenter (Contractual) Rs.14,000/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
11.	Junior Plumber (Contractual) Rs.14,000/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)

12.	Cook (Male) (Contractual) Rs.14,000/- (Consolidated Pay per month)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
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LAST DATE FOR SUBMISSION OF APPLICATION FORM: **MAY 31, 2022 (TUESDAY).**

QUALIFICATIONS AND EXPERIENCE:

FINANCE AND ACCOUNTS OFFICER

Eligibility:

i. A Master's Degree in Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade or Comparable equivalent degree in relevant area from a recognized University / Institute.

a. At least fifteen years of experience as Assistant Professor in the Academic Level of 11 and above or with eight years of service in the Academic Level of 12 and above including as Associate Professor of along with experience in educational administration.

OR

b. Comparable experience in Research Establishment and / or other Institutions of higher education.

OR

c. Fifteen years of administrative experience of which Eight years as Deputy Registrar or equivalent post with experience in Finance and Accounts.

OR

ii. A Chartered Accountant with at least eight years of working experience.

OR

iii. Retired Finance Officers from Government Institutions are also eligible to apply. Their salary would be negotiated based upon their experience.

Desirable:

a. Working experience of Budgeting & Financial Accounting etc. in Autonomous bodies / Higher Educational Institutions will be preferred;

b. Good working knowledge of Rules and Regulations of Central Universities, State Universities, R&D institutions relating to account / audit, service conditions and related financial matter; and

c. Candidate should have a Certificate of D.O.E.A.C. Societies 'C.C.C' of 'O' Level or 'A' level or 'B' level or 'C' level or MSCIT Certificate or an Equivalent Certificate prescribed by the Government.

Age: In case of Retired Finance Officers from the Government Institutions the Upper Age limit is 62 Years.

Mode of Appointment:

The appointment shall be made either on deputation or on direct recruitment basis initially for a period of One Year extendable up to Five years.

SYSTEM ADMINISTRATOR

Eligibility:

- i. A Bachelor's Degree in Computer Science and Engineering / Information Technology / Electronics / Electronics and Instrumentation / Electronic Communication from a recognized University / Institution with at least 60% marks or its equivalent grade.
- ii. A minimum of five years of experience in Software Industry / IT Department / EDP Department of reputed organization having knowledge of database handling, coding, software testing, Preference will be given to the candidates having experience in ASP, NET, Java, Oracle, SQL, Crystal Report etc.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

HOSTEL WARDEN (MALE)

Eligibility:

- i. A Bachelor's Degree or a Master's Degree in any subject from a recognized University with at least 50% marks;

OR

A minimum of five years in-service experience in administration related to educational institution / Halls of Residence / Hostel and
- ii. Proficiency in English, Hindi and / or Marathi languages, and in Computer as prescribed from time to time.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

HOSTEL WARDEN (FEMALE)

Eligibility:

- i. A Bachelor's Degree or a Master's Degree in any subject from a recognized University with at least 50% marks;

OR

A minimum of five years in-service experience in administration related to educational institution / Halls of Residence / Hostel and
- ii. Proficiency in English, Hindi and / or Marathi languages, and in Computer as prescribed from time to time.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

SYSTEM OPERATOR**Eligibility:**

- i. A Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or Equivalent from recognized institution;
- ii. A minimum of three years of work experience in any reputed and recognized educational institution / computer centre; and
- iii. Exposure in using hardware, software and networking in office environment.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

JUNIOR ACCOUNTANT**Eligibility:**

- i. A Bachelor's Degree in Commerce from a recognized university.
- ii. A minimum of five years of experience of which three years shall be as Account Assistant in any university/central or state government organization/higher secondary council or board of secondary education or in any other institution/organization; and
- iii. Proficiency in English, Hindi and/or Marathi languages, and in Computer as prescribed from time to time.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

DRIVER (LMV)

Eligibility:

- i. 12th Standard passed;
- ii. Shall possess a valid Driving License for Light Motor Vehicle;
- iii. A basic knowledge of motor mechanism; and
- iv. At least three years of experience in driving Heavy Motor Vehicles / Motor Cars.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

DRIVER (HMV)

Eligibility:

- i. 12th Standard passed.
- ii. Shall possess a valid Driving License for Heavy Motor Vehicle with PSVBUS (Badge).
- iii. A basic knowledge of motor mechanism.
- iv. At least three years of experience in driving Heavy Motor Vehicles / Motor Cars.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

NURSE

Eligibility

- i. 12th Standard Passed.
- ii. Diploma in General Nursing and Midwifery / Auxiliary Nursing and Midwifery from a recognized Board or Council.
- iii. Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council.

CARPENTER

Eligibility

- i. Passed 8th or an equivalent from a recognized board;

- ii. Demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

JUNIOR PLUMBER

Eligibility:

- i. Passed 10th or an equivalent from any recognized board;
- ii. ITI Certificate in the relevant trade; and
- iii. At least two years of experience in the field.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode of Appointment:

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

COOK

Eligibility:

- i. Passed 10th or an equivalent from any recognized board;
- ii. 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.

Age:

Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only). There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

Mode 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 Assistant Registrar (Administration) 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**