



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-22/ March 20, 2025

Maharashtra National Law University, Nagpur invites applications for the following Post on **Contract Basis /Deputation:**

Sl. No.	Position	Number of Positions	Application Fee
I	Deputy Librarian Rs.2,00,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Academic Level 13A: Rs.1,31,400-2,16,600]	01(UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
II	Deputy Controller of Examination Rs.1,20,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Level 12: Rs.78,800-2,09,200]	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
III	Deputy Registrar Rs.1,20,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Level 12: Rs.78,800-2,09,200]	01 (UR) and 01 (SC-Mah)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
IV	University Engineer-cum-Estate Officer Rs.1,18,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Rs.67,700-2,08,700]	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
V	Assistant Registrar Rs.85,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Level 10: Rs. 56,100-1,77,500]	01 (UR) and 01 (OBC-Mah)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
VI	Placement Officer Rs.85,000/- Consolidated Pay per month [Pay Scale for Officers on deputation: Level 10: Rs. 56,100- 1,77,500]	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
VII	Physical Education-cum-Sports Officer Rs.85,650/- Consolidated Pay per month	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
VIII	Junior Administrative Assistant Rs.30,000/- Consolidated Pay per month	02 (UR), 01 (OBC-Mah), 01 (SC-Mah) and 01 (ST-Mah)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)

IX	Library Restorer Rs.30,000/- Consolidated Pay per month	01 (UR) and 01 (ST-Mah)	Rs.1,000/- (For Unreserved Candidates) Rs.750/- (For Others)
X	Junior Gardener (Mali) Rs.23,000/- Consolidated Pay per month	01 (UR)	Rs.1,000/- (For Unreserved Candidates) Rs.750/- (For Others)

**LAST DATE FOR SUBMISSION OF APPLICATION FORM: APRIL 15, 2025
(TUESDAY).**

- The consolidated pay of positions of Sl. No. I to X includes permissible deductions of Provident Fund.
- Candidates from Universities (Central/State) and government offices complying with the eligibility criteria, may apply through proper channel as per their respective deputation rules. Pay and allowances of the candidates selected and willing to join on deputation shall be protected as per their parent department, if their existing pay scale is higher. In case of candidate seeking appointment on deputation the condition of age limit shall not apply.
- In case of candidates retired from similar positions from other universities/government offices, the condition of age limit shall not apply.

• **QUALIFICATIONS AND EXPERIENCE:**

I. Deputy Librarian

Rs.2,00,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Academic Level 13A: Rs.1,31,400-2,16,600]

1. Qualifications:

- (a) A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% Marks or its Equivalent Grade;
- (b) Eight Years' experience as an Assistant University Librarian/College Librarian;
- (c) Evidence of innovative Library Services including integration of ICT in Library; and
- (d) Ph.D. Degree in library science/Information science/Documentation Science/ Archives and manuscript keeping/computerization of library.

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. Mode of Appointment: The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

4. Roles and Responsibilities: As per University Grant Commission Regulations and University administration.

II. Deputy Controller of Examination

Rs.1,20,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Level 12: Rs.78,800-2,09,200]

1. Qualifications:

- (a) Eligibility A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale; along with –
 - (b) Nine Years' of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration OR
 - (c) Comparable experience in research establishment and/or other institutions of higher education, OR
 - (d) Five years of administrative experience as Assistant Registrar or in an equivalent post.
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. **Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

4. Role and Responsibilities

1. Deputy Controller of Examinations shall aid and advise the Registrar, or Controller of Examination, respectively in all matters pertaining to the administration of the University.
2. Deputy Controller of Examinations shall coordinate/liaison/report to the Registrar, or Controller of Examination, respectively.
3. Deputy Controller of Examinations shall comply with the directions and assist the Registrar, 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.

III. Deputy Registrar

Rs.1,20,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Level 12: Rs.78,800-2,09,200]

1. Qualifications:

- (a) Eligibility A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale; along with –
 - (a) Nine Years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration OR
 - (b) Comparable experience in research establishment and/or other institutions of higher education, OR
 - (c) Five years of administrative experience as Assistant Registrar or in an equivalent post.
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. **Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

4. Role and Responsibilities

1. Deputy Registrar shall aid and advise the Registrar respectively in all matters pertaining to the administration of the University.

2. Deputy Registrar shall coordinate/liaison/report to the Registrar.
3. Deputy Registrar shall comply with the directions and assist the Registrar, 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, as the case may be or by the Vice-Chancellor.

IV. University Engineer-cum-Estate Officer.

Rs.1,18,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Rs.67,700-2,08,700]

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 ten years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.
- (c) Proficiency in English, Hindi and Marathi languages and in Computer as prescribed from time to time.

Or

- (d) Working as an Engineer with more than ten years of experience in senior positions. Retired engineers from government departments having experience in the field shall also be eligible.

2. Role and Responsibilities:

- (a) The University Engineer is responsible for preparing plans and strategies for the development and implementation of construction, repairs, renovation, and maintenance of physical facilities, including electrical, mechanical, civil, and electronic systems.
- (b) Implements plans for construction, repairs, renovation, and maintenance of physical facilities in consultation with the Vice-Chancellor.
- (c) Aids and advises the Vice-Chancellor on matters related to construction, repair, renovation, and maintenance of physical facilities.
- (d) Oversees, reviews, and approves the work of external engineering design and planning consultants, ensuring compliance with contract specifications, relevant regulations, and engineering standards.
- (e) Identifies, investigates, and analyses complex engineering problems and development needs of the university and undertakes necessary measures in consultation with the Vice-Chancellor.
- (f) Prepares budgets within overall cost parameters.
- (g) Maintains and provides departmental records to the Offices of the University as required.
- (h) Works under the supervision and control of the Vice-Chancellor.

2.1 Asset and Infrastructure Management

- (a) Maintains a complete inventory of university purchases and assets (excluding library books) and oversees the issuance, return, and replacement of assets.
- (b) Ensures proper maintenance of buildings, including office buildings and residential staff quarters.
- (c) Maintains cleanliness and a green environment through horticulture works.

- (d) Oversees periodic painting of office buildings and staff quarters.
- (e) Ensures maintenance of electrical, electronic, and mechanical equipment, along with maintaining an updated inventory.
- (f) Oversees the maintenance of office furniture and vehicles, including procurement of petroleum, oil, and lubricants, obtaining permits, and ensuring insurance compliance.

2.2 Utilities and Resource Management

- (a) Provides necessary physical arrangements for training programs, seminars, and workshops.
- (b) Manages water resources, including borewell drilling, regular water testing, and conservation efforts such as rainwater harvesting and drip irrigation.
- (c) Implements power management measures, including introducing solar energy systems and hot water systems.
- (d) Oversees waste management in compliance with statutory norms, including the operation and maintenance of sewage treatment plants (STPs).

2.3 Liaison and Coordination

- (a) Coordinates with local statutory bodies (e.g., municipal corporation, cantonment board, groundwater department) to obtain necessary approvals and No Objection Certificates (NOCs).
- (b) Submits proposals for construction works for approval by the competent authority.
- (c) Supervises and manages the allocation and maintenance of university vehicles and staff quarters.
- (d) Ensures timely receipt, checking, and submission of proposals for payment of utility bills, including electricity, telephone, and water.

2.4 Annual Maintenance Contracts (AMCs)

Supervises the implementation of AMCs for various services, including:

- (a) Cleaning services.
- (b) Horticulture, agriculture, and irrigation.
- (c) Electrical equipment and substations.
- (d) Plumbing and carpentry.
- (e) Catering services.
- (f) Air conditioning systems.
- (g) Water coolers and fire extinguishers.
- (h) Telephone systems.
- (i) Pest control.

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 or retired person.

4. Nature of Appointment:

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

V. Assistant Registrar

Rs.85,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Level 10: Rs. 56,100-1,77,500]

1. Qualifications

- (a) A Master's Degree with at least 55% of marks or its equivalent grade from a recognized University/Institution.
- (b) Five years of experience of supervisory nature in administrative/Finance and Accounts matters in a University/Research Establishment/other reputed institution of higher education.

2. Role and Responsibilities

- 1. Assistant Registrar shall aid and advise Deputy Registrar and Registrar, respectively in all matters pertaining to the administration of the University.
 - 2. Assistant Registrar shall coordinate/liaison/report to the Deputy Registrar and Registrar/Deputy Finance and, respectively.
 - 3. Assistant Registrar shall comply with the directions and assist the Deputy Registrar and Registrar/, respectively.
 - 4. They shall perform such other functions, as may be assigned to them from time to time by the Deputy Registrar and Registrar, 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.
- 2. Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three year.

VI. Placement officer

Rs.85,000/- Consolidated Pay per month

[Pay Scale for Officers on deputation: Level 10: Rs. 56,100- 1,77,500]

1. Qualifications

- (a) M.B.A., LL.M., or equivalent master's degree with at least 55% of marks or its equivalent grade from a recognized university/institution. Minimum four years of experience of teaching/industry related to placement or equivalent.
 - (b) Fluent in communication (written and spoken) and expert in soft skills.
- 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. Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three year.

4. Role and Responsibilities

- 1. Placement Officer shall make diligent efforts to secure placement for students opting for placements.
- 2. He shall correspond with prospective employers and alumni for placements and arrange interviews and other activities in relation to placements.
- 3. He shall coordinate placement activities on campus and off-campus for securing placements.

4. He shall collect appointment or offer letters and maintain placement records and statistics.
5. He shall be responsible for arranging and managing training programs, counselling workshops relating to placement for the students.
6. He shall effectively coordinate and support local representatives and involve in volunteer engagements.
7. He shall encourage active participation of all the stakeholders.
8. He shall manage the maintenance and record keeping of the day-to-day activities related to placement, training and submit to the IQAC.
9. He shall perform all such other duties as entrusted by the Vice-Chancellor from time to time.

VII. Physical Education-cum-Sports Officer

Rs.85,650/- Consolidated Pay per month

1. Qualifications

- (a) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks or its equivalent grade in a concerned/relevant/allied subject from a recognised Indian university/institution, or an equivalent degree from an accredited foreign university.
- (b) The candidate must have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016.

or

- (c) The Ph.D. degree have been obtained from a foreign university/institution with a ranking among top 500 in the world university ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS); (ii) The Times Higher Education (THE); or (iii) Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

2. Role and Responsibilities

1. He shall be responsible for planning and development of sports, physical education, yoga, and other facilities in consultation with the Vice-Chancellor.
 2. He shall be responsible for maintenance, upkeep and updation of sports, physical education, and yoga facilities.
 3. He shall be responsible for the creation, maintenance and running of the gymnasium, and sports equipment.
 4. He shall arrange and provide physical education to faculty, staff, and students.
 5. He shall arrange and coordinate activities for physical education, training, physical and mental being, yoga, and sports.
 6. He shall arrange, coordinate and provide training for sports, yoga, and other activities.
 7. He shall maintain records and submit the same to university authorities, 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. **Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

VIII. Junior Administrative Assistant

Rs.30,000/- Consolidated Pay per month

1. Qualifications

The candidate must have:

- (a) A Bachelor's Degree in any discipline from a recognized university;
- (b) Proficiency in English, Hindi and Marathi languages, and in Computer as prescribed from time to time.

2. Role and Responsibilities

- 1. He shall work under the general superintendence and control of the Office or department where he is working and also the Senior Administrative Assistant.
 - 2. He shall abide by all orders and instructions of the concerned office, department and the University, as may be issued from time to time.
 - 3. He shall perform all office work including but not limited to maintenance of the office, record keeping, typing, preparation of reports etc.
 - 4. He shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality of the office to which he is attached.
 - 5. He shall display honesty, sincerity and integrity in the performance of his duties.
 - 6. He shall not indulge in any unwarranted, illegal, immoral and/or unethical activities unbecoming of an employee of the University.
- 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. Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

IX. Library Restorer

Rs.30,000/- Consolidated Pay per month

1. Qualifications

(i) The candidate must have:

- (a) Bachelor's Degree with at least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education;
- (b) Proficiency in English, Hindi and 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. Mode of Appointment: The appointment shall be contractual, initially for a period of One Year extendable up to Three years.

4. Roles and Responsibilities: As directed by the Librarian and University Administration.

Note: Candidates shall be required to work in the nightshift also.

X. Junior Gardener (Mali)

Rs.23,000/- Consolidated Pay per month

1. Qualifications:

The candidate must have:

- (a) Passed 8th standard or an equivalent from a recognized board;
 - (b) Adequate skills in the relevant field with 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. **Mode of Appointment:** The appointment shall be contractual, initially for a period of One Year extendable up to Three years.
4. **Roles and Responsibilities:** As directed by the University Administration.

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 (Hard Copy) 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. Applications received after the last date shall not be considered.
3. The envelope should be **super-scribed** as “Application for the post of <--name of the post -->”.
4. E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form.
5. The Applicants are required to send an advance scanned copy of Filled-in Application to registrar@nlunagpur.ac.in
6. 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 shall be given preference in short-listing the candidates.

7. 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.
8. 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.
 - (ii) 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.
 - (iii) The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process.
 - (iv) 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. The applicants from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority along with their application form.
10. 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.
11. 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 soft copy of application may be sent followed by the original application through proper channel.
12. Candidates shall have to produce original documents at the time of appearing in Interview.
13. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be **rejected at the threshold**.
14. Application fee shall be paid through the Bank link <https://www.onlinesbi.sbi/sbicollect/> under the category of Educational Institutions to MNLU, Nagpur (Application Fee Recruitment). 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.

15. The decision of the University authorities during the different stages of the selection process will be final and binding.
16. Selected candidates will be governed by the Maharashtra National Law University, Nagpur Service and Financial Regulations.
17. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
18. The University reserves the right to fill all the positions advertised or fill only some of the positions or not to fill any of the positions.
19. The University will make all correspondence only through email.
20. 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 – 441 108
[Maharashtra]**

Sd/-

Registrar

