



## MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Moraj Design and Decorators (DnD) Building, Near OIL Depot, Mihan Flyover,  
Khapri, Wardha Road, Nagpur 44 11 08 [Maharashtra]

December 28, 2017

### Advertisement No. 11 / 2017

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

| Position  | Number of Positions | Application Fee   |
|---|---------------------|---|
| <b>Finance and Accounts Officer</b><br>Pay Scale: Rs.37400-67000/- with Grade Pay Rs.8900/- plus other allowances as per the Rules and Regulations of the University. | 01(Open)            | Rs.750/- (For General Candidates)<br>Rs.500/-(For Others) |
| <b>Accountant (Contractual)</b><br>Rs.25,000/- (Consolidated Pay per month)   | 01 (Open)           | Rs.500/- (For General Candidates)<br>Rs.300/-(For Others) |
| <b>Senior Accounts Assistant (Contractual)</b><br>Rs.20,000/- (Consolidated Pay per month)  | 01 (Open)           | Rs.300/- (For General Candidates)<br>Rs.200/-(For Others) |
| <b>Cook (Temporary)</b><br>Rs.10,000/- (Consolidated Pay per month)   | 01 (Open)           | NIL   |

LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION: **JANUARY 19, 2018 (FRIDAY)**

### **Finance and Accounts Officer**

Essential Criteria :

1. Master Degree with Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade 'B' in UGC seven-point scale or Comparable equivalent degree in relevant area.
  - a. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 08 Years of Service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration.

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

OR
  - c. 15 Years of administrative experience of which 08 years as Deputy Registrar in Grade Pay Rs.7600/- or above or an equivalent post with experience in Finance and Accounts.

OR

2. A qualified Chartered Accountant with at least 10 years of working experience in the relevant field of activities.

Desirable Qualification :

- i. Working experience of Budgeting & Financial Accounting etc. in Autonomous bodies / Higher Educational Institutions will be preferred.
- ii. 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.
- iii. 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 Limit:

The upper age limit is 58 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 Three years on the same pay scale.

**Accountant**

Essential Criteria :

- i. Master Degree in Commerce (Regular mode) from a recognized University.
- ii. Minimum Three Years of Experience in handling Accounts.
- iii. Those having experience in Educational Institutions will be given preference.
- iv. Must be tech savvy in operating Tally Software.
- v. Age between 18-38 (43 years in case of SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State).

Mode of Appointment

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

**Senior Accounts Assistant**

Essential Criteria :

- i. Graduate in Commerce (Regular mode) from a Recognized University.
- ii. Minimum Two Years of Experience in handling Accounts.
- iii. Those having experience in Educational Institutions will be given preference.
- iv. Must be tech savvy in operating Tally Software.
- v. Age between 18-38 (43 years in case of SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State).

Mode of Appointment

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

## **Cook**

### **Essential Criteria :**

- i. Must have passed S.S.C. examination
- ii. Age between 18-38 (43 years in case of SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State)
- iii. The candidate/s must have experience of cooking
- iv. Must be comfortable to cook at Office / Bungalow.

### **GENERAL CONDITIONS**

1. **Applicants must apply on prescribed format available on website (<http://www.nlnunagpur.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, MNLU, Nagpur, Moraj Design and Decorators (DnD) Building, Near OIL Depot, Mihan Flyover, Khapri, Wardha Road, Nagpur 44 11 08 [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 [mnlunagpur@gmail.com](mailto:mnlunagpur@gmail.com)
5. Only shortlisted candidates will be called for the selection process. 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. The candidates must appear for the selection process at their own cost.
6. Stringent criteria may be applied for short-listing the candidates to be called for interview.
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 the post 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. Persons 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 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.
14. 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.
15. 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 employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
16. Candidates shall have to produce original documents at the time of appearing in Interview.
17. Canvassing in any form may lead to cancellation of candidature.
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 must be paid through Demand Draft drawn in favour of “the Registrar, MNLU, Nagpur” payable at Nagpur. The Demand Draft must be enclosed with the application form. A candidate is requested to write his / her name, advertisement number and the serial number of the post behind the Demand Draft. 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.

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

**Registrar  
Moraj Design and Decorators (DnD) Building,  
Near OIL Depot, Adjacent Mihan Flyover,  
Khapri, Wardha Road, Nagpur 44 11 08  
Maharashtra**

**Sd/-  
Registrar**