



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-19 / OCTOBER 14, 2023

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

Sl. No.	Position	Number of Positions	Application Fee
1.	Deputy Librarian Pay Scale: Academic Level 13A: Rs1,31,400-2,16,600	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
2.	Assistant Controller of Examination Pay Scale: Level 10: Rs. 56,100-1,77,500	01-UR	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)

LAST DATE FOR SUBMISSION OF APPLICATION FORM: **NOVEMBER 30, 2023**
(**THURSDAY**).

QUALIFICATIONS AND EXPERIENCE:

Deputy Librarian

1. Qualifications:

- A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% Marks or its Equivalent Grade;
- Eight Years' experience as an Assistant University Librarian/College Librarian;
- Evidence of innovative Library Services including integration of ICT in Library; and
- 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.

Assistant Controller of Examination

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.
- (c) The Assistant Controller of Examinations shall be Superannuated on attaining the age of Sixty Years.

2. Role and Responsibilities:

1. Assistant Controller of Examinations shall aid and advise Deputy Controller of Examination and Controller of Examination, respectively in all matters pertaining to the administration of the University.
2. Assistant Controller of Examination shall coordinate/liaison/report to the Deputy Controller of Examination and Controller of Examination, respectively.
3. Assistant Controller of Examination shall comply with the directions and assist the Deputy Controller of Examination and Controller of Examination, respectively.
4. They shall perform such other functions, as may be assigned to them from time to time by the Deputy Controller of Examination and 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.

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**