



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

Date: July 8, 2024

Walk-In Interview

Maharashtra National Law University, Nagpur invites applications for the following position of Secretarial Assistant, DPIIT-IPR Chair (01)

Qualifications:

1. The candidate must have:

- a. A Bachelor's Degree in any discipline from a recognized University/Institution;
- b. MS-Office with knowledge of Internet.
- 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.

3. Nature of Appointment:

The appointment shall be made initially for a period of nine months. The contract may be further extended depending upon the performance of the candidate and the extension of the IPR Chair by the DPIIT.

4. Honorarium:

As per the Scheme for Pedagogy & Research in IPRs for Holistic Education & Academia (SPRIHA)

Role and Responsibilities:

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

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

GENERAL CONDITIONS

1. All appointments are subject to Regulations of the University framed from time to time and subject to the approval of the Executive Council of the University.

2. Candidates shall carry Resume, Curriculum vitae and shall affix a recent passport size photograph on the same.

3. Candidates shall bring the original and photocopies of the below mentioned documents for the purpose of verification:

i. All documents related to educational qualifications such as 10th, 12th, Degree / Diploma (both Statement of Marks as well as Certificates) and any other documents relating to the educational qualifications;

ii. Birth Certificate / SSC Certificate or other Government documents as a proof of Date of Birth.

4. No TA/DA shall be paid to the candidates for appearing in the Interview process. Candidates shall have to remain present at their own expenses for Interview.

NOTE: Kindly forward CV in advance @ iprchair@nlunagpur.ac.in

Date of Walk-in Interview: July 12, 2024 (Friday) & Reporting Time: 9:00 a.m.

Note: The Cut-off Reporting Time for the above mentioned process is 11:00 a.m.

E-mail Id.: iprchair@nlunagpur.ac.in Contact No.: 7972942669

For further details, please visit university website: [Walk in Interview Clerk.pdf \(nlunagpur.ac.in\)](#)

Venue:

**Maharashtra National Law University, Nagpur
Waranga, PO: Dongargaon (Butibori),
Nagpur – 441 108**

Sd/-

Assitant Registrar (Academics)