



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-27/ May 4, 2026

Maharashtra National Law University, Nagpur invites applications for the following Posts at **Sr. No. I, II and IV on Contract Basis /Deputation & Sr. No. II on Regular Pay Scale:**

Sr. No.	Positions	Number of Positions	Application Fee
I.	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/- + Rs. 270/- = Rs. 1,770/- (For Unreserved Candidates) Rs.1,000/- + Rs. 180/- = Rs.1,180/- (For Reserved Category and Specially abled candidates)
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/- + Rs. 270/- = Rs. 1,770/- (For Unreserved Candidates) Rs.1,000/- + Rs. 180/- = Rs.1,180/- (For Reserved Category and Specially abled candidates)
III.	Assistant Registrar Regular: On Pay Scale of Level 10: Rs. 56,100-1,77,500]	01 (UR) and 01 (OBC-Mah.)	Rs.1,500/- + Rs. 270/- = Rs. 1,770/- (For Unreserved Candidates) Rs.1,000/- + Rs. 180/- = Rs.1,180/- (For Reserved Category and Specially abled candidates)
IV.	Library Restorer Rs. 30,000/- Consolidated Per Month	01 (ST Mah.)	Rs.1,000/- + Rs.180 /- = Rs.1,180/- (For Unreserved Candidates) Rs.750/- + Rs.135/- = Rs.885/- (For Reserved Category and Specially abled candidates)

LAST DATE FOR SUBMISSION OF APPLICATION FORM: JUNE 1, 2026, (MONDAY).

- The consolidated pay of positions of Sr. No. I. II and IV 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.
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QUALIFICATIONS AND EXPERIENCE:

I. 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 Master's Degree with at least 55% of the marks or its equivalent grade from a recognized University/institution with,

a) Nine Years of experience as Assistant Professor in the Academic Level 10 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:

(a) The appointment shall be contractual, initially for a period of One Year extendable up to Three years, subject to satisfactory performance of the candidate and the requirement of the University.

(b) The Appointment shall be Governed by Maharashtra National Law University, Nagpur Service Regulations, 2022.

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 duties as specified in in Maharashtra National Law University Nagpur Service Regulations.

4. He shall perform such other functions, as may be assigned to him from time to time by the Registrar or by the Vice-Chancellor.
5. It is mandatory to reside in the campus if and whenever the University provides accommodation.

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 Master's Degree with at least 55% of Marks or its equivalent grade from a recognized, University/institution with,

- a) Nine Years of experience as Assistant Professor in the Academic Level 10 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:

(a) The appointment shall be contractual, initially for a period of One year extendable up to Three years, subject to satisfactory performance of the candidate and the requirement of the University.

(b) The Appointment shall be Governed by Maharashtra National Law University, Nagpur Service Regulations, 2022.

4. Role and Responsibilities

1. Deputy Controller of Examinations shall aid and advise the Registrar, and Controller of Examination, in all matters pertaining to the administration of the University.
2. Deputy Controller of Examinations shall coordinate/liaison/report to the Registrar, and Controller of Examination.
3. Deputy Controller of Examinations shall comply with the directions and assist the Registrar and Controller of Examination, in the performance of duties as specified in Maharashtra National Law University Nagpur Service Regulations.
4. He shall perform such other functions, as may be assigned to him from time to time by the Registrar, Controller of Examination, or by the Vice-Chancellor.
5. It is mandatory to reside in the campus if and whenever the University provides accommodation.

III. Assistant Registrar

[On Pay Scale of 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. 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:

- (a) Assistant Registrar shall be appointed to work under the supervision and guidance of the Registrar and Deputy Registrar.
- (b) He shall be eligible for the higher level 11 after eight years of service provided, they have participated in two training programmes on Education Administration, each of approximately four weeks' duration and their performance appraisal reports are as per the benchmark scores/grades in UGC regulations/guidelines.
- (c) The Appointment shall be Governed by Maharashtra National Law University, Nagpur Service Regulations, 2022

4. Role and Responsibilities

- 1. Assistant Registrar shall aid and advise Deputy Registrar and Registrar, in all matters pertaining to the administration of the University.
- 2. Assistant Registrar shall coordinate/liason/report to the Deputy Registrar and Registrar.
- 3. Assistant Registrar shall comply with the directions and assist the Deputy Registrar and Registrar.
- 4. He shall perform such other functions, as may be assigned to him from time to time by the Deputy Registrar, Registrar, or by the Vice-Chancellor.
- 5. It is mandatory to reside in the campus if and whenever the University provides accommodation.

V. Library Restorer

Rs.30,000/- Consolidated Pay per month.

1. Qualifications

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/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 (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:

(a) The appointment shall be contractual, initially for a period of One year extendable up to Three years, subject to satisfactory performance of the candidate and the requirement of the University.

(b) The Appointment shall be Governed by Maharashtra National Law University, Nagpur Service Regulations, 2022.

4. Roles and Responsibilities:

1) As directed by the Librarian and University Administration.

2) It is mandatory to reside in the campus if and whenever the University provides accommodation.

Note: Candidate shall be required to work in the nightshift also. Only one week-off shall be permissible.

GENERAL CONDITIONS

Applicants must apply in 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.

1. Applications received after the last date shall not be considered.
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 drestb@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 may 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.
8. 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.
9. 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.
10. The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process.
11. 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.
12. 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.
 13. 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.
 14. Candidates shall have to produce original documents at the time of appearing in Interview.
 15. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) may be **rejected at the threshold**.
 16. 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.
 17. The decision of the University authorities during the different stages of the selection process will be final and binding.
 18. Selected candidates will be governed by the Maharashtra National Law University, Nagpur Service and Financial Regulations.
 19. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
 20. 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.

21. The University preferably make correspondence through email.
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.
23. The Format of Application to be made is being separately uploaded on the website under the head “Application Form RN 27”.

Address to send the Hard Copy of the Filled-in Application

**Deputy Registrar (Establishment),
Maharashtra National Law University, Nagpur,
Waranga, PO: Dongargaon
(Butibori), Nagpur – 441 108
[Maharashtra]**

**Sd/-
Registrar**