



## MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

**RN-11 / January 22, 2021**

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

Sr. No.	Position	Number of Positions	Application Fee
1.	<b>Finance and Accounts Officer</b> (Contractual) In the pay scale of as per 7 <sup>th</sup> CPC ( <b>S-29 with rationalize entry pay of Rs.1,31,100/-</b> ) with other admissible allowances. In case of Retired Personnel the Salary would be negotiable.	01 (UR)	Rs.1,000/- (For General Candidates) Rs.750/- (For Others)
2.	<b>Assistant Accounts Officer</b> (Contractual) In the pay scale of as per 7 <sup>th</sup> CPC ( <b>S-20 with rationalize entry pay of Rs.56,100/-</b> ) with other admissible allowances.	01 (UR)	Rs.1,000/- (For General Candidates) Rs.750/- (For Others)
3.	<b>System Administrator</b> (Contractual) In the pay scale of as per 7 <sup>th</sup> CPC ( <b>S-20 with rationalize entry pay of Rs.56,100/-</b> ) with other admissible allowances.	01 (UR)	Rs.1,000/- (For General Candidates) Rs.750/- (For Others)
4.	<b>Clerk-cum-Typist</b> (Contractual) In the pay scale of as per 7 <sup>th</sup> CPC ( <b>S-7 with rationalize entry pay of Rs.21,700/-</b> ) with other admissible allowances.	02 (UR) 01 [NT (A), NT (B), NT (C), NT (D)] Mah. 01 OBC (Mah.)	Rs.1,000/- (For General Candidates) Rs.750/- (For Others)
5.	<b>Cook (Contractual)</b> Rs.14,000/- (Consolidated Pay per month)	01 (UR)	Rs.250/- (For General Candidates) Rs.150/- (For Others)

Those Candidates who have applied against RN-10/January 13, 2020 need not to apply afresh.  
**LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION: FEBRUARY 15, 2021 (MONDAY).**

**QUALIFICATIONS AND EXPERIENCE:**

**FINANCE AND ACCOUNTS OFFICER**

**Eligibility:**

- I. 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**
- II. A qualified Chartered Accountant with at least 10 years of working experience in the relevant field of activities.

**OR**
- III. Retired Finance Officers from Government Institutions are also eligible to apply. Their Salary would be negotiable based upon their experience.

**Desirable:**

- a. Working experience of Budgeting & Financial Accounting etc. in Autonomous bodies / Higher Educational Institutions will be preferred;
- b. 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; and
- c. 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:** The upper age limit is 58 Years. In case of Retired Finance Officers from the Government Institutions the Upper Age limit is 62 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.

## **ASSISTANT ACCOUNTS OFFICER**

### **Eligibility:**

- I. Master's 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; and
- II. A Graduate and a qualified Chartered or Cost Accountant.

### **Desirable:**

- a. Qualification in area of Management / Law;
- b. Experience in handling computerized administration / legal / financial / establishment matters; and
- c. 5 Years post qualification experience in Educational and / Research Establishments.

**Age:** Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only).

### **Mode of Appointment:**

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

## **SYSTEM ADMINISTRATOR**

### **Eligibility:**

B.E. / B.Tech. Degree in Computer Science and Engineering / Information Technology or MCA or M.Sc. in Computer Science / Information Technology from a recognized University with at least 60% marks or its equivalent in the CGPA scale with five years of experience in computing at the level of a System Analyst.

**Age:** Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges and aided posts.

### **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.

## **CLERK-CUM-TYPIST**

### **Eligibility**

- I. Must be a Graduate from any recognized University.;
- II. Must have passed Government Commercial Certificate Examination of English and Marathi Typing with speed of 40 w.p.m. and 30 w.p.m. respectively; and
- III. Must be fluent in English, Tech Savvy and have passed MS-CIT.

**Age:** Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC, & SBC candidates of Maharashtra State only)

**Mode of Appointment:**

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

**COOK**

**Eligibility**

- I. Minimum 10<sup>th</sup> std. passed (Higher qualifications will be preferred)
- II. Should have knowledge of Marathi, Hindi and English

**Age:** Not less than 18 Years and not more than 38 Years of age (43 Years to SC, ST, NT/DT, OBC, and SBC candidates of Maharashtra State only).

**Mode of Appointment:**

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

**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 **Assistant Registrar (Administration), Maharashtra National Law University, Nagpur**, Moraj Design and Decorators (DnD) Building, Adjacent to Mihan Flyover, Near OIL Depot, 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 [recruitment@nlunagpur.ac.in](mailto: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. Stringent criteria including Written Test / Skill Test / Typing Test 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 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 Assistant Registrar (Administration) 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 must be paid through Demand Draft drawn from a Nationalized Bank in favour of "**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.
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**

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

**Sd/-  
Registrar**