



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

Ref.: MNLUA/ADMN/ADVT/2024/700

Date: 25.09.2024

RECRUITMENT NOTIFICATION

The Maharashtra National Law University, Aurangabad was established under Act No. VI of 2014 by the State Legislature of Maharashtra. The University commenced its academic activities from March 16, 2017. The campus of the University is situated in a 50 acre area in Kanchanwadi at Chhatrapati Sambhajinagar (Aurangabad). The University was established to impart quality legal education and develop advanced research. The University inculcates among its students professional values and dynamism to meet global standards and challenges.

The Maharashtra National Law University, Aurangabad invites applications from the eligible candidates for the following non-teaching contractual positions:

NON-TEACHING CONTRACTUAL POSTS			
Post No.	Name of the Post	No. of Posts	Category
1	Controller of Examination [On Contractual basis for 03 years and in the pay scale of 7th CPC at Academic Level 14 with rationalized entry pay of ₹1,44,200/- and other admissible allowances]	1	Unreserved
2	Internal Auditor [On Contractual basis for 03 years and in the pay scale of 7th CPC (S-23 with rationalized entry pay of ₹67,700/-) with other admissible allowances]	1	Unreserved
3	Campus Administrator [On Contractual basis for 03 years with a consolidated pay of ₹75,000/- per month]	1	Unreserved
4	Medical Officer [On Contractual basis for 03 years with a consolidated pay of ₹75,000/- per month]	1	Unreserved
5	System-cum-Network Administrator [On Contractual basis for 03 years with a consolidated pay of ₹55,000/- per month]	1	Unreserved
6	Civil Engineer [On Contractual basis for 03 years with a consolidated pay of ₹45,000/- per month]	1	Unreserved



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

7	Sports/Physical Instructor (Male-1 & Female-1) [On Contractual basis for 03 years with a consolidated pay of ₹40,000/- per month]	1 Post Each	Unreserved
8	Hostel Superintendent (Female) [On Contractual basis for 03 years with a consolidated pay of ₹35,000/- per month]	1	Unreserved
9	Office Assistant (Scholarship) [On Contractual basis for 03 years with a consolidated pay of ₹35,000/- per month]	1	Unreserved
10	Staff Nurse-cum-Hostel Assistant (Female) (On Contractual basis for 03 years with a consolidated pay of ₹35,000/- per month)	1	Unreserved
11	Garden Supervisor-cum-Office Assistant (On Contractual basis for 03 years with a consolidated pay of ₹35,000/- per month)	1	Unreserved
12	Resident Driver-cum-Caretaker (On Contractual basis for 03 years with a consolidated pay of ₹30,000/- per month)	1	Unreserved
13	Carpenter-cum-Attendant (On Contractual basis for 03 years with a consolidated pay of ₹20,000/- per month)	1	Unreserved

(A) ELIGIBILITY NORMS:

1) CONTROLLER OF EXAMINATION:

Qualification and Experience:

The minimum qualification and experience shall be as under:

- Master's Degree with at least 55% marks in any discipline from a recognized university/institution;
- At least 15-years of experience as Assistant Professor in Academic Level 11 and above, or with 8-years service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration;

OR

Comparable experience in research establishment and/or other institutions of higher education;

OR

15-year administrative experience, of which 8-year shall be as Deputy Registrar or an equivalent post.

Desirable Qualification: The preference will be given to a candidate having Doctoral Degree or/and LL.M. with proven experience in managing examination processes, along with a strong proficiency in computerization, examination management, and English language.

Age: Preferably below 50 years



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

2) INTERNAL AUDITOR:

Qualification and Experience:

The minimum qualification and experience shall be as under:

- a) A Master's Degree in Finance/Accounting or Auditing with at least 55% of marks or its equivalent grade from a recognized university/institution.
- b) At least Five years of experience in handling finance matters, inventory management, purchase of goods, services and matters including internal audit in a university/research establishment/other institution of repute in higher education.
- c) Proficiency in the use of computer systems, auditing software and in the assessment of financial data.

Age: Preferably below 45 years

3) CAMPUS ADMINISTRATOR:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- a) A Bachelor's Degree from a recognised University.
- b) Minimum 20 years of professional experience in defence or police service or any other equivalent administrative post in Educational Institute.

Desirable: Preference will be given to Ex-Servicemen not below the rank of Colonel or equivalent rank in defence.

Age Limit: Preferably below 60 Years

4) MEDICAL OFFICER:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- a) An M.B.B.S. Degree from a recognized University / Institution with at least 50% marks or its equivalent grade.
- b) A minimum of 05 years of experience in a recognized Hospital (Government or Private) or any reputed medical organization.
- c) He /She should be registered with the State Medical Council /Medical Council of India/National Medical Commission.

Desirable: Preference will be given to candidate having a Master's degree (MD) or DGO.

Age Limit: Preferably below 60 Years



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

5) SYSTEM-CUM-NETWORK ADMINISTRATOR:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- A Bachelor's Degree in Computer Science and Engineering / Information Technology with at least 60% marks or its equivalent grade **OR** Master in Computer Application (MCA) from a recognized University / Institution with at least 60% marks or its equivalent grade.
- A minimum of seven years of experience in IT/EDP of any organization having knowledge of database handling, coding, software testing, website design, and website handling with the University/College.
- Experience of handling Information Technology (IT) administration in any educational institution.

Desirable Qualification: Preference will be given to the candidate who is well versed with installing and configuring computer hardware and application, configuring and troubleshooting Servers, Desktops, Laptops, Network, Printer, Network Printer, Scanner, Network Scanner, internet issues etc. and with testing, maintaining, and monitoring computer programs and systems, including coordinating the installation of computer programs and Networking Devices. i.e. Router, Manageable Switches, and Wi-Fi Routers. Experience in handling IT sections in any institute of national repute and having experience in System Administration, Network, Python, Cloud (AWS), PHP, Android, HTML, JavaScript, JQuery, Linux Operating Systems, MySQL, Oracle, Post Grey SQL, MARIA DB, Amazon Arora, etc.

Age Limit: Preferably below 45 Years

6) CIVIL ENGINEER:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- A Bachelor's Degree in Civil Engineering from a recognized University/Institution.
- A minimum of ten years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.

OR

A minimum of ten years of experience at senior position in Government Offices/Department/Institution in handling and supervising construction of the building, maintenance, Internal roads, acquisition of land, coordination with PWD and Government agencies, preparation of block estimates, preparation of the budget etc.

OR

Retired engineer from government department or educational institution having experience in the relevant field.

Age Limit: Preferably below 60 Years



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

7) SPORTS/PHYSICAL INSTRUCTOR:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- A Master's degree in Physical Education (two years course) with at least 55% marks or its equivalent grade from a recognised university/institution.
- Two years of relevant post qualification coaching experience.

Desirable Qualification: Experience in coaching Basketball/Badminton/Lawn tennis/ Table Tennis etc. in Educational Institute and Representation at district/ state or national level in any of these above sports. English communication skill is desirable.

Age: Preferably below 45 Years

8) HOSTEL SUPERINTENDENT (FEMALE):

Qualification & Experience:

The minimum qualification and experience shall be as under:

- A Master's degree preferably MSW/MCA from a recognized University / Institution with at least 55% marks or its equivalent grade.
- At least 5 (Five) years of experience in hostel administration in any educational institute or organization of educational in nature.
- Functional knowledge of English, Marathi, and Hindi with good organizational and Interpersonal Skills along with basic computer skills.

Desirable Qualification: Experience in handling Hostel Administration especially supervising, controlling and handling matters of discipline in hostel, General Administration, Health and Emergencies, Mess, Sanitation, Security etc.

Age: Preferably below 45 Years

9) OFFICE ASSISTANT (SCHOLARSHIP):

Qualification & Experience:

The minimum qualification and experience shall be as under:

- A Bachelor's degree in any discipline from a recognized University / Institution with at least 50% marks or its equivalent grade.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) along with basic computer skills, including file management, email handling etc.
- Functional knowledge of English and Marathi, with good organizational and Interpersonal Skills.



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

Desirable Qualification: Experience of coordination and administration of scholarships and allied work in any educational institute. Candidates having work experience with Department of Social Welfare / any educational institute shall be given preference.

Age: Preferably below 35 Years

10) STAFF NURSE-CUM-HOSTEL ASSISTANT (FEMALE):

Qualification & Experience:

The minimum qualification and experience shall be as under:

Three Years Diploma in General Nursing and Midwifery (GNM) or equivalent, registered with the Maharashtra Nursing Council or any other State Nursing Council.

Desirable Qualification: Preference will be given to candidate having at least five years of multitasking experience in Hostels of educational institutes/Universities in addition to routine nursing duties.

Age Limit: Preferably below 35 Years

11) GARDEN SUPERVISOR-CUM-OFFICE ASSISTANT:

Qualification & Experience:

The minimum qualification and experience shall be as under:

A Bachelor's Degree in Agriculture or Horticulture or equivalent from a recognized University/ Institution with a good academic record.

Desirable Qualification: Preference will be given to candidate having at least three years of multi-task work experience in reputed educational institute/University and having proficiency in MS-Office.

Age Limit: Preferably below 35 Years

12) RESIDENT DRIVER-CUM-CARETAKER:

Qualification & Experience:

The minimum qualification and experience shall be as under:

- Passed HSC or 12th from recognised board;
- Possess a Valid Driving License for Light Motor Vehicle;
- Basic knowledge of motor mechanism; and
- The candidate must possess at least three years of experience in driving Light Motor Vehicles / Motor Cars.

Desirable Qualification: Preference will be given to candidate having multitasking work experience in reputed educational institutes/Universities.

Age Limit: Preferably below 35 Years



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD

CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

13) CARPENTER-CUM-ATTENDANT:

Qualification & Experience:

The minimum qualification and experience shall be as under:

SSC or an equivalent from a recognized board.

Desirable: Preference will be given to candidate having minimum of three years of experience relating to carpentry work in educational institute/University and/ having completed Carpenter Trade or equivalent ITI course.

Age Limit: Preferably below 35 Years

(B) GENERAL INSTRUCTIONS:

1. Candidates shall read all the general instructions carefully before applying for the posts advertised by the Maharashtra National Law University, Aurangabad.
2. All appointments are subject to the Rules and Regulations of the University / Government of Maharashtra framed from time to time and subject to the adoption of the Executive Council of the University.
3. The Maharashtra National Law University, Aurangabad, being an institution of national repute, the candidate should possess good English communication skills (wherever applicable).
4. Number of posts advertised is tentative and subject to change.
5. Mere fulfilling the eligibility conditions does not confer any right on the candidate to be called for interview by the Selection Committee.
6. A duly-constituted Screening and Evaluation Committee (SEC) will verify all applications and short-list the applicants based on the eligibility norms, before calling them for interview. The decision of the Screening and Evaluation Committee in this regard shall be final and conclusive.
7. The University reserves the right to conduct Written Examination as part of selection process (if required).
8. Only shortlisted candidates will be called for the interview.
9. Candidates called for interview shall have to appear in person before the Selection Committee on the scheduled date and time. Request for rescheduling the interview will not be considered. **No online mode of interview (Skype, Face Time, Video Conference etc.) will be permitted.**
10. Candidates currently working in other Institutions and Organizations shall have to submit a '**NO OBJECTION CERTIFICATE**' from the current employer, along with the Application Form, without which their Application Form/Candidature shall not be considered.



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD

CHHATRAPATI SAMBAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

11. Candidates belonging to reserved category must submit an attested copy of relevant certificates (such as Caste Certificate, Caste Validity Certificate, etc.) signed by competent authority along with their Application Form.
12. Reservation Policy of the Government of Maharashtra will be followed. Applicant belonging to such categories will be eligible for relaxation of qualifying marks to the extent of 5% and age relaxation as per the Government policy.
13. The Application Fee for the Candidates belonging to Scheduled Castes (SC) / Scheduled Tribes (ST) category is ₹250 (Rupees Two Hundred and Fifty Only) and for other Categories it is ₹500/- (Rupees Five Hundred only) to be paid in favour of "Maharashtra National Law University Aurangabad" payable at Aurangabad in the form of Demand Draft (DD) of any Nationalized Bank and should be attached along with the application form. The application fee is non-refundable. The Application Form submitted without attachment of Demand Draft shall not be considered.
14. No interim query shall be entertained.
15. No TA / DA shall be paid to the candidates for attending interview. The candidates appearing for the interview shall have to make their own arrangement of stay.
16. Candidates must bring original documents at the time of interview for the purpose of verification.
17. Applications shall be made in the prescribed format only available at <http://www.mnlua.ac.in>. Application made in any other format shall not be considered.
18. Candidates must also indicate the "Name of the Post" and "Post No." which they have applied for.
19. Incomplete Application Form or Application Form submitted without relevant supporting documents/enclosures (i.e. Self-attested copies of Degree/Certificates/Marks Sheets/ Experience Certificate etc.) will be rejected.
20. The University reserves the right to fill or not to fill any of the posts advertised. Also, the University reserves right to withdraw any advertised post or entire advertisement at any time without assigning any reason and the decision of the University in this regard shall be final.
21. The University reserves the right to relax the eligibility conditions in respect of exceptionally meritorious or skilful candidates for the above mentioned posts.
22. Canvassing or influencing the Selection Process in any manner shall summarily disqualify the candidate.



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD CHHATRAPATI SAMBHAJINAGAR

(The University established under Act No.VI of 2014 by the State Legislature of Maharashtra)

23. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by him or her by submitting false and fabricated documents.
24. Candidate, who has been selected / appointed, based on wrong information/ fabricated or false document submitted to the university, shall be disqualified and terminated at any stage, even after appointment.
25. Candidates having experience of working in institute of repute/higher educational institution shall be given preference.
26. The application in the prescribed format along with DD (Demand Draft) should reach on the address: **“The Registrar, Maharashtra National Law University, Aurangabad, Nath Valley Road, Kanchanwadi, Chhatrapati Sambhajinagar-431011 (Maharashtra)”** on or before **09th October, 2024 by 05:00 p.m.**
27. The Application Form must be sent through **Indian Post (RPAD or Speed Post)** and must reach the above mentioned University Address. Application Form submitted in person will not be accepted.
28. All appointments will be purely on contractual/temporary/ad-hoc basis initially for the tenure of the respective post which may be further extended based on satisfactory performance. The services of the employees so appointed shall be liable to be terminated, at any point of time, without any notice, if the work and conduct found unsatisfactory.
29. The University will provide accommodation facility as per the entitlements admissible under the policy.
30. The Services of the selected candidates will be governed by the provisions of the Maharashtra National Law University Act, 2014 and the Regulations framed thereunder from time to time.

Note:

1. The Application Form is available at www.mnlua.ac.in
2. Updates/ changes, if any, to this notification shall be uploaded on this website only and no separate notification will be published in the press.

Sd/-

Registrar

Maharashtra National Law University, Aurangabad
Chhatrapati Sambhajinagar