

FURTHER DETAILS OF EMPLOYMENT NOTICE

Maharashtra National Law University Mumbai is a premier Law University of India, established under the Maharashtra Act No. – VI of 2014.

Applications are invited ON-LINE from eligible candidates for filling up following teaching and non-teaching positions.

(All the appointments to different posts of teaching and non-teaching officers and employees shall be regulated as per the Maharashtra State Government Policy).

<u>TEACHING</u>									
Sr. No.	Name of Post	Scale of Pay	No. Of Posts	Categories					Code No.
				SC	ST	DJ(A) 1	OBC	UR	
1	Professor (Law)	37400 – 67000 AGP 10000	5	1	1	0	0	3	NLUM 01T
2	Associate Professor (Law)	37400 – 67000 AGP 9000	5	1	1	1	0	2	NLUM 02T
3	Assistant Professor (Law)	15600 – 39100 AGP 6000	6	0	1	1	1	3	NLUM 03T
4	Assistant Professor (Sociology)	15600 – 39100 AGP 6000	1	1	0	0	0	0	NLUM 05T

ELIGIBILITY NORMS:

1. PROFESSOR OF LAW

Academic Qualification:

- An eminent scholar with Ph.D. / LL.D Degree in Law and published work of high quality, actively engaged in research with evidence of high quality published works with a minimum of 10 publications as books and / or research / policy papers.
- A minimum of ten years of teaching experience in university / college, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

- A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) of UGC
- OR
- An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the discipline of law, to be substantiated by credentials

2. ASSOCIATE PROFESSOR OF LAW

Academic Qualification:

- Good academic record with a Ph.D. Degree in Law.
- A Master's Degree in Law with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from any recognized University or an equivalent degree from any foreign University.
- A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or accredited Research Institution / industry. Established research orientation with evidence of quality published work and a minimum of 5 publications as books and / or research / policy papers.
- Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) of UGC.

3. ASSISTANT PROFESSOR OF LAW AND OTHER DISCIPLINES

Academic Qualification:

- Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by UGC like SLET / SET.

Note:

- Candidates, who are or have been awarded Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.

PROBATION PERIOD: 2 YEARS

NON – TEACHING

Sr. No.	Name of Post	Scale of Pay	No. Of Post	Categories					Code No.
				SC	ST	DJ(A) 1	OBC	UR	
1	Finance & Accounts Officer	37400-67000 GP 8900	1	0	0	0	0	1	NLUM28NT
2	Assistant Registrar	9300 – 34800 GP 5400	2	1	0	0	0	1	NLUM12NT
3	Assistant Accounts Officer	9300 – 34800 GP 5400	1	0	0	0	0	1	NLUM13NT
4	Assistant Librarian	5200-20200 GP 2800	1	0	0	0	0	1	NLUM14NT
5	Semi Professional Assistant (On Contract)	20,000 (Consolidated)	1	0	1	0	0	0	NLUM15NT
6	Section Officer	9300-34800 GP 4400	1	0	0	0	0	1	NLUM16NT
7	Data Entry Operator (On Contract)	20,000 (Consolidated)	1	0	1	0	0	0	NLUM17NT
8	Multi Task Staff (On Contract)	16,000 (Consolidated)	1	1	0	0	0	0	NLUM18NT
9	Secretary to the Vice-Chancellor	9300-34800 GP 5400	1	0	0	0	0	1	NLUM19NT
10	Public Relation Officer (On Contract)	30,000 (Consolidated)	1	0	0	0	0	1	NLUM20NT
11	Private Secretary	9300-34800 GP 4400	1	0	0	0	0	1	NLUM21NT
12	Personal Assistant	9300-34800 GP 4300	1	0	0	0	0	1	NLUM22NT
13	Front Office Manager (On Contract)	25,000 (Consolidated)	1	0	0	0	0	1	NLUM23NT
14	Hostel Supervisor	9300-34800 GP 4400	2	1	0	0	0	1	NLUM24NT
15	Junior Technical Assistant	5200-20200 GP 2800	2	1	0	0	0	1	NLUM25NT
16	Assistant Engineer	9300-34800 GP 4300	1	0	0	0	0	1	NLUM26NT
17	Internal Audit Officer	15600-39100 GP 6600	1	0	0	0	0	1	NLUM27NT

ELIGIBILITY NORMS:

1. Finance & Accounts officer

Essential Qualification & Experience

- Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute
- Or
- A Graduate and a qualified Chartered or Cost and Management Accountant.

Experience:

- Service in Government financial establishments in Identical or immediate below grade for 3 years;
- Or
- 15 years of administrative experience, of which 8 years should be at the level of Deputy Finance Officer or Accounts Officer
- Or
- Service as Finance & Accounts officer or equivalent post in university level institutions.
- Competence in handling computerized financial administration / legal matters.

Desirable:

- i) Qualification in area of Management / Law.

Age on the date of application: Preferred below 55 years.

2. ASSISTANT REGISTRAR

Academic Qualification:

Essential

- Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record.

Desirable:

- i) Qualification in area of Management / Engineering / Law.
- ii) Experience in handling computerized administration / legal / financial / establishment matters.
- iii) A Chartered or Cost Accountant

Experience:

Service in a higher education institution on Grade Pay of 4800/- or above for at least 5 years.

Age on the date of application: Preferred below 35 years.

3. ASSISTANT ACCOUNTS OFFICER

Academic Qualification:

Essential:

- Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute
- Or
- A Graduate and a qualified Chartered or Cost Accountant.

Desirable:

- i) Qualification in area of Management / Law.
- ii) Experience in handling computerized administration / legal / financial / establishment matters.

Experience:

- 5 years post qualification experience in Educational and / Research Establishments.

Age on the date of application: Preferred below 35 years.

4. Assistant Librarian

Academic Qualification:

Essential:

- Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade) and a consistently good academic record with superior knowledge of computerized library service.
- Qualifying in the national eligibility test conducted for the purpose by the UGC or any other agency approved by the UGC, have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009.

Desirable:

- i) PG Diploma in Library Automation and Networking or PGDCA

Experience:

- Service in an institutional library for at least 5 years.

Age on the date of application: Preferred below 35 years.

5. Semi Professional Assistant

Academic Qualification:

- B.Lib. Sc
- Bachelor's degree in any discipline with Diploma in Library Science.

Desirable:

- i) Knowledge of Marathi.
- ii) M.Lib.
- iii) Advanced knowledge of computer applications including library softwares.

Age on the date of application: Preferred below 35 years.

6. Section Officer

Academic Qualification:

Essential:

- Graduate from a recognized University.
- At least 10 years experience in administrative/accounts/examination related work in a Govt. /Semi-Govt. or an autonomous organization.
- Advance knowledge of computer applications.

Desirable:

- i) A degree of Law
- ii) Diploma in H.R. Management.

Age on the date of application: Preferred below 35 years.

7. Data Entry Operator

Essential Qualification & Experience:

- i) Graduate from a recognized University.
- ii) Advanced knowledge of Computer applications.

Desirable:

- i) Specialised skill in office administration.
- ii) PG Diploma in computers.
- iii) Proficiency in typing in Marathi / Hindi on computers.

Age on the date of application: Preferred Below 30 years.

8. Multi Task Staff

Essential Qualification & Skills:

- i) Minimum Educational qualification should be 10+2.
- ii) Possess valid certificate with regard to respective skill
- iii) Skill areas
 - Electrician
 - Plumber
 - Driver
 - Janitor [House-keeping]
 - Secretarial assistance
- iv) Minimum Post qualification experience should be three years.

Age on the date of application: Preferred below 30 years. May vary according to qualification and experience.

9. Secretary to the Vice-Chancellor

Essential:

- i) Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute or
- ii) Post-Graduate Degree of law

Experience:

- i) At least 10 years Comparable experience in core administrative work in research or other institutions of higher education.
- ii) Comparable experience in secretarial services in educational establishments.

Desirable:

- i) Qualification in area of Management.
- ii) PhD/LLD in Law.
- iii) Experience in handling computerized administration / legal / financial / establishment matters.
- iv) A Company Secretary.

Age on the date of application: Preferred below 50 years.

10. **Public Relation Officer**

Essential Qualification & Experience

- i) A post-graduate degree from a recognized University with at least 55% marks or its equivalent grade, preferable in Journalism.
- ii) 2 years experience of public relations preferably in a University or an Institution of higher learning.
- iii) Should be able to liaise with press and electronic media.
- iv) Should be able to prepare publicity material and prepare press releases / notes.

Desirable

Knowledge of Marathi Language.

Age on the date of application: Preferred below 40 years.

11. **Private Secretary**

Essential Qualification & Experience:

- i) Graduate from a recognized University
- ii) At least three years of regular service as Personal Assistant in a Govt. / semi-Govt. or an autonomous organization.
- iii) Proficiency in shorthand and typing with speed of 110 wpm in shorthand and 50 wpm in typing in English on computer
- iv) Advance knowledge of computer applications.

Desirable:

- i) Shorthand and Typing skill in Marathi/Hindi.
- ii) Knowledge of Marathi.

Age on the date of application: Preferred below 35 years.

12. Personal Assistant

Essential Qualification & Experience:

- i) Graduate from a recognized University.
- ii) Proficiency in Shorthand and typing with speed of 100 wpm in shorthand and 50 wpm in typing in English or 40 wpm in typing in Marathi / Hindi on computer.
- iii) Working knowledge of computer applications.

Desirable:

Knowledge of Marathi.

Age on the date of application: Preferred below 30 years.

13. Front Office Manager

Essential Qualification & Experience:

- i) Graduate from a recognized University.
- ii) Diploma in Secretarial Services
- iii) Working knowledge of computer applications in Front office management.
- iv) Knowledge of Marathi & Hindi.

Desirable:

A degree in law or Qualified Company Secretary.

Age on the date of application: Preferred below 30 years.

14. Hostel Supervisor

Essential Qualification & Experience:

- i) Graduate from a recognized University.

- ii) At least 10 years experience in administrative/accounts/Hospitality Management work in autonomous organisation.
- iii) Advance knowledge of computer applications.

Desirable

Diploma in Personnel Management.

Age on the date of application: Preferred below 40 years.

15. Junior Technical Assistant

Essential Qualification & Experience

- i) BCA or BSc in Computer Science/IT from a recognized University / Institution.
- ii) At least 2 years of post qualification experience in software development or managing library / accounting software.

Desirable:

Working knowledge of Marathi / Hindi.

Age on the date of application: Preferred below 28 years.

16. Assistant Engineer

Essential Qualification & Experience

BE / B Tech (Civil / Electrical) or equivalent qualification from a recognized University with 5 years of regular service as Junior Engineer in CPWD / PWD / Public Sector / autonomous bodies

Or

Diploma in Civil / Electrical Engineering with at least 8 years of regular service in CPWD / PWD / Public Sector / autonomous bodies

Age on the date of application: Preferably not exceeding 40 years.

17. Internal Audit Officer

Essential Qualification & Experience

Qualified Auditors / Certified Accountants from Audit and Account service holding the post on regular basis with 3(three) years experience in PB-3 with GP ` 5400/-

Or

Qualified Auditors / Certified Accountants having 8 (eight) years experience in PB-3 with GP` 4600/-

Age on the date of application: Preferred below 45 years

PROBATION PERIOD FOR NON – TEACHING POSTS: 1 YEAR

INFORMATION TO CANDIDATES

GENERAL

1. Executive Council of the University is the appointing authority and final decision-making body with regard to appointment of employees. Provisions of the MNLU MUMBAI RECRUITMENT RULES 2015 framed by it are applicable for selection of candidates to respective posts. The scale of pay shall be in accordance with the Maharashtra State Government directives.
2. Medium of instruction is English.
3. Age of superannuation for teaching and non teaching employees is 60 and 58 respectively.
4. Number of posts advertised is tentative and subject to change.
5. The pay-scale are likely to be revised upward in future.
6. The University reserves the right to fill such number of posts as expedient or not fill any of the posts advertised.
7. Mere fulfilling the eligibility conditions does not confer right on the candidate to be called for interview by the Selection Committee. A duly-constituted screening and Evaluation Committee will verify all applications and short-list them, before calling the candidates for interview.
8. For direct recruitment at the level of Associate Professors and Professors degree of Ph D is essential qualification. Due emphasis will be on academic and research requirements as prescribed by the UGC.
9. Short-listed candidates for teaching positions may be required to take a contact class with students and / or present a Seminar on appointed date and time at the University.
10. The University reserves the right to relax eligibility conditions in respect of exceptionally meritorious candidates.

11. Individual API scores claimed by a candidate will be substantiated by the Screening and Evaluation Committee (SEC). UGC's scale and bench-mark shall be followed. Decision of the SEC in this regard shall be final and binding.
12. Appointments will be made at the minimum of the scale attached to the posts. Award of advance increments to those who are appointed directly as Assistant Professor, Associate Professor or Professor with higher merit, high number of research publications and experience at the appropriate level, shall be within the purview of the Executive Council of the University. Negotiation by the individual candidates in the context of his or her relative merit may however be made at the time of selection. The Selection Committee may, in exceptional cases of merit to be justified in writing, recommend to the Executive Council higher initial pay limited to maximum of three advance increments.
13. Persons on appointment in other institutions and organizations shall furnish 'NO OBJECTION CERTIFICATE' from the present employer at the time of interview. Deputation for specific period on terms agreed between the lending and the borrowing organizations may be considered on merit.
14. 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 Maharashtra Government policy.
15. No Application Fee is payable by applicants belonging to SC/ST/JT (A)/NT (B)/ NT (C) and NT (D) category. Other applicants shall pay a non-refundable Application Fee of Rs 1000 (Rupees one thousand) per application.
16. **Applications shall be made on-line via application gateway linked to <http://www.nlumumbai.edu.in> only. Application made in any other manner shall not be considered. Candidates are requested to carefully go through the instructions before submitting their applications. Online application gate-way will be open till 31st December 2017 (23.59 hrs). All hard copies along with registration slip should reach the Registrar, Maharashtra National Law University Mumbai, Post Box No. 8401, Powai, Mumbai – 400 076 positively by 5 PM of 20th January 2018. The name of the Post and Application Registration No. must be superscribed on the envelope.**

17. The University may conduct WRITTEN TESTS, wherever deemed fit, to shortlist candidates for the oral interview by the selection panel.
18. All appointees will be required to be on contract for an initial period of five years, renewable on the basis of performance cum fitness and on mutually agreed terms.
19. The Selection Committee, on the recommendation of Screening and Evaluation Committee and with prior consent of the applicant, may consider the application of a candidate for a post not applied for.
20. Promotion policy of the Government of Maharashtra with regard to non-teaching posts will be generally applicable. The Executive Council may, in consideration of exceptional merit and subject to fulfillment of all eligibility criteria, appointment a person to a higher vacant post.
21. MNLU Mumbai is an equal opportunity employer. All things remaining the same, preference will be given to women / differently-abled candidates.
22. No interim query shall be entertained.
23. Canvassing in any manner will summarily disqualify the candidate.
24. No TA / DA for appearing at the interview shall be paid to candidates.
25. Candidates called for interview shall appear in person before the Selection Committee on appointed date and time. Request for rescheduling the interview will not be acceded to. No virtual mode of interview (Skype, Face Time, Video Conference etc.) will be permitted.

Registrar