



**Maharashtra National Law University Mumbai**  
(Established under Act VI of 2014)  
Post Box No. 8401, Powai, Mumbai – 400 076  
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MNLU-MUM/Advt. - 006

Dated: 27/08/2019

### EMPLOYMENT NOTICE WITH DETAILS

Applications are invited on-line for filling up following posts:

#### A. Teaching Positions:

1. **Law** : Professors (5), Associate Professors (5) Assistant Professors (4);
2. **Humanities**: Assistant Professor - Sociology (2), Political Science (1)

#### B. Non Teaching Positions:

Sl. No.	Post	Vacancies	Sl. No.	Post	Vacancies
1.	Finance & Accounts Officer	1	8.	Public Relations Officer (On Contract & Consolidated Pay)	1
2.	Assistant Registrar	2	9.	Private Secretary	1
3.	Assistant Accounts Officer	1	10.	Personal Assistant	1
4.	Assistant Librarian	1	11.	Front Office Manager (On Contract & Consolidated Pay)	1
5.	Semi - Professional Assistant (On contract & Consolidated Pay)	1	12.	Hostel Superintendent	2
6.	Data Entry Operator (On Contract & Consolidated Pay)	1	13.	Assistant Engineer	1
7.	Secretary to the Vice Chancellor	1	14.	Internal Auditor	1

#### C. Other Contractual Post

Chair Professor – Environmental Law	01 Post	Remuneration - Rs. 70,000/- (All inclusive)
Asst. Professor – International / Maritime Law	01 Post	Remuneration – Consolidated - at par with UGC

- Category wise vacancy details and Eligibility conditions available on the University website.
- Eligibility conditions, academic qualifications and experience as per UGC norms.
- Reservation policy of Maharashtra Government is applicable.
- The number of posts may vary on the discretion of the University.

Submission of application on-line: **till 28.09.2019 at 23:59 Hrs.**

Hard copy of application along with copies of the enclosures and the registration slip should reach the Registrar, Maharashtra National Law University Mumbai, Post Box No. 8401, Powai, Mumbai – 400 076 positively by **5:00 PM of 03.10.2019**. **The name of the Post and Application Registration No. must be superscribed on the envelope.**

For details and on-line application link, please visit: [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in)

Bifurcation of Vacant Seats Category wise in pursuance of Employment Notification MNLU-MUM/Advt. - 006 dated: 27/08/2019

Teaching Positions							
S.No.	Name of the Post	SC	ST	DJ(A)	OBC	UR	Total
1.	Professor (Law)	1	1	0	0	3	5
2.	Associate Professor (Law)	1	1	1	0	2	5
3.	Assistant Professor (Law)	0	1	1	1	1	4
4.	Assistant Professor (Sociology)	1	0	0	0	1	2
5.	Assistant Professor (Political Science)	1	0	0	0	0	1

- Remuneration shall be as per UGC Regulations.

## ELIGIBILITY NORMS

### 1. PROFESSOR OF LAW Academic

#### Qualification:

- An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 (UGC Regulations 2018).
- A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.
- 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 7 publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 (UGC Regulations 2018).
- 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 or 2016 and their subsequent amendment from time to time as the case may be, 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**

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### **CONTRACTUAL POSITIONS**

#### **1. CHAIR PROFESSOR – ENVIRONMENTAL LAW**

##### **Essential Criteria:**

- (i) Master in Laws with an outstanding track record in the area of Environmental Law and aligned area of studies.
- (ii) Good knowledge of latest national and international research trends and developments in relevant area; or
- (iii) Advocate with a practice of over 10 years in Environment related issues;
- (iv) An outstanding professional with established reputation in the field of Environmental Law, who has made significant contribution to knowledge in the field (to be substantiated by credentials);

##### **Desirables:**

- (i) Experience in teaching/research in premier law universities/colleges in relevant area;
- (ii) Excellent inter-personal and team-building skills;
- (iii) Ability to innovate and to improve research, training and extension activities or services and to pursue interesting new ideas and new methods in the field of Environmental Law

## 2. ASSISTANT PROFESSOR – INTERNATIONAL/ MARITIME LAW

### Essential Criteria

- (i) Master in Laws with an outstanding track record in the area of Maritime Laws or International Laws.
- (ii) Good knowledge of latest national and international research trends and developments in relevant area.
- (iii) Ability to conduct courses and do research in the field of Maritime Laws or International Laws.

### Desirables

- (i) LL.M. with specialization in Maritime Laws or International Laws.
- (ii) Research aptitude in the relevant field demonstrated with quality publications in the relevant field.
- (iii) UGC NET/ SET/ SLET qualified
- (iv) Ph.D. / M.Phil. in Law

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<b><u>NON – TEACHING</u></b>									
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.	Data Entry Operator (On Contract)	20,000 (Consolidated)	1	0	1	0	0	0	NLUM17NT
7.	Secretary to the Vice-Chancellor	9300-34800 GP 5400	1	0	0	0	0	1	NLUM19NT
8.	Public Relation Officer (On Contract)	30,000 (Consolidated)	1	0	0	0	0	1	NLUM20NT
9.	Private Secretary	9300-34800 GP 4400	1	0	0	0	0	1	NLUM21NT
10.	Personal Assistant	9300-34800 GP 4300	1	0	0	0	0	1	NLUM22NT
11.	Front Office Manager (On Contract)	25,000 (Consolidated)	1	0	0	0	0	1	NLUM23NT
12.	Hostel Superintendent	9300-34800 GP 4400	2	1	0	0	0	1	NLUM24NT
13.	Assistant Engineer	9300-34800 GP 4300	1	0	0	0	0	1	NLUM26NT
14.	Internal Auditor	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.

**Period of Probation:** Nil

### **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.

**Period of Probation:** 2 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.

**Period of Probation:** Nil

**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 or 2016.

**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.

**Period of Probation:** 2 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.

**Period of Probation:** Nil

**6. DATA ENTRY OPERATOR**

**Essential Qualification & Experience:**

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

**Desirable:**

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

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

**Period of Probation:** Nil

**7. 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.

**Period of Probation:** Nil

**8. 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.

**Period of Probation: 2 years**

**9. 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.

**Period of Probation: 2 years**

**10. 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.

**Period of Probation: 2 years**

**11. 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.

**Period of Probation: 2 years**



**12. HOSTEL SUPERINTENDENT**

**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.

**Period of Probation: Nil**

**13. 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.

**Period of Probation: Nil**

**14. INTERNAL AUDITOR**

**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

**Period of Probation: Nil**

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## 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-01teaching employees is 60 and 58 respectively.
4. Number of posts advertised is tentative and subject to change.
5. The University reserves the right to fill such number of posts as expedient or not fill any of the posts advertised.
6. 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.
7. 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.
8. 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.
9. The University reserves the right to relax eligibility conditions in respect of exceptionally meritorious candidates.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. **Applications shall be made on-line via application gateway linked to <http://www.mnlumumbai.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. Submission of application on-line: till 28.09.2019 at 23:59 Hrs. Hard copy of application along with copies of the enclosures and the registration slip should reach the Registrar, Maharashtra National Law University Mumbai, Post Box No. 8401, Powai, Mumbai – 400 076 positively by 5:00 PM of 03.10.2019. The name of the Post and Application Registration No. must be superscribed on the envelope.**
16. The University may conduct WRITTEN TESTS, wherever deemed fit, to shortlist candidates for the oral interview by the selection panel.
17. 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.
18. 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 fulfilment of all eligibility criteria, appointment a person to a higher vacant post.
19. MNLU Mumbai is an equal opportunity employer. All things remaining the same, preference will be given to women / differently-abled candidates.
20. No interim query shall be entertained.
21. Canvassing in any manner will summarily disqualify the candidate.
22. No TA / DA for appearing at the interview shall be paid to candidates.
23. 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  
MNLU MUMBAI**