MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

RECRUITMENT ADVERTISEMENT FOR THE POST OF LIBRARY ASSISTANT

ABOUT THE UNIVERSITY

Maharashtra National Law University Mumbai, established under the Maharashtra National Law University Act 2014 on 20th March 2014, is one of the premier National Law Universities in India. The Act envisaged establishing National Law University in Maharashtra to impart advanced legal education and promote society-oriented research in legal studies for the advancement of the societal life of the people in the country. The prime goal of the University is to disseminate advanced legal knowledge and processes of law amongst the students and impart in them the skills of advocacy, legal services, and law reforms and make them aware and capable of utilizing these instruments for social transformation and development.

Applications are invited for the following post:

Vacancy for the post Library Assistant: (Male : 01)

Applications are invited for recruitment purely on contractual basis for Maharashtra National Law University - Mumbai.

Library Assistant : (Male : 01)
Preferred Age : 25 - 30 Years
Qualifications: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii)Typing speed of minimum 30 WPM in English. (iii) At least (02) two year's post qualification experience in handling the records/catalog/Journals/Books/e-Books in the Library of Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution. (iv) Knowledge of Computer Applications. Library Automation and Koha - Library Managements Software, and Other Library related ICT applications.
Compensation and Duration: (i) Consolidated salary per month and all inclusive. Subject to deduction at source and/or taxation as applicable,. (ii) The appointment is for a period of one year. Extension of the present contract may be done from time to time, depending upon the candidate's performance and /or requirement of the university.
Job Description: 1) All Library related works as assigned by the university. 2) Working Times: 8 hours for 6 days a week. **(for Regular shift timing 01.00 pm to 09.00 pm. Sundays and Holidays will be working days during the examination periods)** 3) Circulation and Reference Services. 4) Organisation, cataloguing and upkeep of Library Resources. 5) To assist the Librarian and SPA in any library work assigned and services for the faculty, staff and students. 6) To assist the faculty, staff and students to search books, articles and other teaching and research materials.

7) To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users.

GENERAL INFORMATION TO CANDIDATES

1) Applicants must apply in the prescribed format available on the website (http://www.mnlumumbai.edu.in). Hard copies of the application from along with the copies of the enclosures Should reach to **the Registrar, Maharashtra National Law University Mumbai, positively by 05:30 PM on 25th January 2024,**

2) Please download the form and fill it carefully and correctly before sending by the address: The name of the post must be subscribed on the top of the envelope.

3) Only shortlisted candidates will be called for an interview. The University reserves the right to place a reasonable limit on the total number of candidates to be called for an interview. Fulfillments of essential qualifications par se does not entitle a candidate to be called for interview. Those who are possessing required qualifications and experience shall be given preference in short-listing the candidates.

4) 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.

5) 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 based on wrong information supplied by the candidate may be terminated at any stage.

6) The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process.

7) Candidates who are currently employed must submit a 'No objection certificate' from their current employer at the time of interview. Age and experience requirements shall be reckoned as on the closing date of the advertisement.

8) Candidates shall have to produce original documents at the time of appearing in the Interview.

9) No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an interview.

10) The shortlisted candidates will be intimated through email.

11) No interim quire shall be entertained. The **last date of closing application is 25th January 2024, 05.30 PM**.

12) Canvassing in any manner will summarily disqualify the candidate.

13) No TA / DA for appearing at the interview shall be paid to candidates.

14) No vigilance or disciplinary case should have been contemplated, initiated, pending, or taken against the candidate as on the date of submitting the applications

Address to send the hard copy of the Application

The Registrar,
Maharashtra National Law University Mumbai, 2nd Floor,
MTNL-CETTM Building, Technology Street, Hiranandani Gardens,
Powai, Mumbai – 400 076 [Maharashtra]

The Registrar
MNLU Mumbai

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

APPLICATION FORM

**Application for the Post of
Library Assistant –MNLU Mumbai**

Affix

Photograph

1.	Name of the Candidate	
2.	Present Address of Communication	
3.	Mobile No	
4.	Email ID	
5.	Present Posting/ Position with Details	

| 6. | Educational Details: (Matriculation onward.) |

	Exams	University /Board	Years of Passing	Marks/ Percentage	Subjects

7.	Work Experience	
8.	Technical Knowledge of Library Software's	
9.	Notice Period Required for Joining	
10.	Please attach updated CV with this form, and copies of academic credentials.	

DATE

SIGNATURE