

MNLU-MUM/ Advt. – 01/2023

Dated: 26/06/2023

## EMPLOYMENT NOTICE WITH DETAILS

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

1. IT OFFICERS - 02 (01 Software and 01 Hardware)
2. RESEARCH ASSISTANT - 05

### ELIGIBILITY NORMS:

#### IT OFFICER (Software):

- (i) A Bachelor's Degree in Computer Science or Engineering / Information Technology / Electronics / Electronics and Instrumentation / Electronic Communication from a recognized University / Institution with at least 60% marks or its equivalent grade.

OR

Master's Degree in Computer Science/Application/IT.

- (ii) A minimum of five years of experience in Software Industry / IT Department / EDP Department of reputed organization having knowledge of database handling, coding, software testing, Preference will be given to the candidates having experience in ASP, NET, Java, Oracle, SQL, Crystal Report etc.

#### IT OFFICER (Hardware):

- (i) A Bachelor's Degree or Diploma in Computer Science or Engineering IT, Electronics

Or

A Bachelor's Degree in any discipline with an accredited professional certificate in Hardware and Networking.

- (ii) Minimum of 10 years' experience in Hardware or Networking.

### RESEARCH ASSISTANT:

#### Essential Qualification:

- (i) Master's Degree in Law with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university. Those who are appearing for the final examination may also apply.
- (ii) Good knowledge of latest national and international research trends and developments in the relevant area;

- (iii) Ability to conceptualize and organize international training workshops and brainstorming online/on-site discussions apart from teaching/Research.
- (iv) Fluency in English language and working proficiency in computer.

**Desirable:**

- (i) Experience in teaching/research in premier law universities/colleges in relevant area; Publications in the relevant field
- (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.

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**INFORMATION TO CANDIDATES**

**• GENERAL:**

- 1) **Applicants must apply on prescribed format available on website (<http://www.mnlumumbai.edu.in>).** Applications received in any other format other than the prescribed form will be rejected. Scanned copy of the filled in Application form shall be sent by Email to [recruitment@mnlumumbai.edu.in](mailto:recruitment@mnlumumbai.edu.in) with subject line “ Application for the post of \_\_\_\_\_ ” positively by **11:59 PM on 7<sup>th</sup> July 2023**, Please download the form and fill it carefully and correctly before sending by Email.
- 2) Only shortlisted candidates will be called for interview which will be held on 15<sup>th</sup> July 2023 Saturday at 10.30am. 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 experience shall be given preference in short-listing the candidates.
- 3) 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.
- 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 /

appointed 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
- 8) The applicants from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority at the time of interview.
- 9) 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.
- 10) Candidates shall have to produce original documents at the time of appearing in Interview.
- 11) Selected candidates will be governed by the Maharashtra National Law University Mumbai Service and Financial Regulations.
- 12) No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an interview.
- 13) The shortlisted candidates will be intimated through email.
- 14) Application Fee (non-refundable) per application is payable by applicants belonging to reserved category is Rs. 500/- (Rupees Five Hundred Only) and others Rs. 1000/- (Rupees One Thousand Only). Payment shall be made through the following Bank link gateway for payment of Application fees provided at the vacancies page of the University website.  
**Payment Link: <https://paytm.me/d-4o2vA>**
- 15) MNLU Mumbai is an equal opportunity employer. All things remaining the same, preference will be given to women / differently-abled candidates.
- 16) No interim query shall be entertained.
- 17) Canvassing in any manner will summarily disqualify the candidate.
- 18) No TA / DA for appearing at the interview shall be paid to candidates.
- 19) 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.
- 20) In case of any dispute / suit or legal proceeding against the University, the jurisdiction shall be restricted to the Courts in Mumbai, which is the Headquarters of the University.

**Sd/- Registrar**