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## Maharashtra National Law University Mumbai

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

Recognized By the UGC U/S 2(f) Approved by BCI NIRF-31st Rank

2nd Floor, MTNL-CETTM Building, Technology Street,

Hiranandani Gardens, Powai, Mumbai, Maharashtra - 400 076.

### RECRUITMENT ADVERTISEMENT

Maharashtra National Law University Mumbai invites applications for the below mentioned non-teaching posts sanctioned by the Government of Maharashtra:

Sl. No.	Post	Scale of Pay	Total Post
1	Internal Audit Officer	Level S-23 (Rs. 67700-208700)	1 (UR)
2	Assistant Accounts Officer	Level S-20 (Rs. 56100-177500)	1 (UR)
3	Secretary to Vice-Chancellor	Level S-20 (Rs. 56100-177500)	1 (UR)
4	Private Secretary	Level S-15 (Rs. 41800-132300)	1 (UR)
5	Personal Assistant	Level S-14 (Rs. 38600-122800)	1 (UR)
6	Assistant Engineer	Level S-14 (Rs. 38600-122800)	1 (UR)
7	Public Relations Officer (On Consolidated Pay)	30,000 (Consolidated Pay)	1 (UR)

- Submission of application on-line: by 24.01.2025 till 23:59 Hrs.
- Hard copy of application along with copies of the enclosures and the payment receipt shall reach the "Registrar, Maharashtra National Law University Mumbai, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai - 400 076 (Maharashtra) positively, by 5:00 pm on or before 01.02.2025. The name of the Post applied for, shall be superscribed on the envelope.
- For details and on-line application link, please visit: [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in)

Dated: 9th January, 2025

DGIPR/2024-2025/5516

Sd/-  
Registrar



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Powai, Mumbai, Maharashtra - 400 076.

Dated: 09/01/2025

## DETAIL ADVERTISEMENT

<u>NON - TEACHING</u>			
Sr. No.	Name of Post	Scale of Pay	Total Post
1.	Internal Audit Officer	Level S-23 (Rs. 67700 – 208700)	1 (UR)
2.	Assistant Accounts Officer	Level S-20 (Rs. 56100 – 177500)	1 (UR)
3.	Secretary to Vice-Chancellor	Level S-20 (Rs. 56100 – 177500)	1 (UR)
4.	Private Secretary	Level S-15 (Rs. 41800 – 132300)	1 (UR)
5.	Personal Assistant	Level S-14 (Rs. 38600 – 122800)	1 (UR)
6.	Assistant Engineer	Level S-14 (Rs. 38600 – 122800)	1 (UR)
7.	Public Relations Officer (On Consolidated Pay)	30,000 (Consolidated Pay)	1 (UR)

### 1. INTERNAL AUDIT OFFICER

#### Essential Qualification & Experience

- (i) Masters' degree in commerce discipline from a recognized University / Institute with minimum 5 (five) Years experience in the relevant field in University / educational institution / Central or State Government Offices / Private Organizations.

**Or**

Qualified Auditor / Certified Accountants from Audit and Account service holding the post on regular basis with minimum 3 (three) years' experience.

**Or**

Chartered Accountant (CA) qualified and with minimum 2 (two) years of relevant experience in the relevant field.

**Or**

CMA / ICWA qualified with minimum 2 (two) years of experience in the relevant field.

- (ii) Proficiency in Marathi and English language.

**Age:** Min. 30 Yrs. – Max. 45 Yrs.

## **2. ASSISTANT ACCOUNTS OFFICER**

### **Essential Qualification & Experience**

- (i) Masters' degree in commerce discipline from a recognized University / Institute with minimum 5 (Five) years of experience in the relevant field in University / educational institution / Central or State Government Offices / Private Organizations.
- (ii) Proficiency in Marathi and English language.

**Age:** Min. 30 Yrs. – Max. 45 Yrs.

## **3. SECRETARY TO VICE-CHANCELLOR**

### **Essential Qualification & Experience**

- (i) Masters' degree in any discipline from a recognized University / Institute with 5 (five) years of experience of administrative work in University / educational institution / Central or State Government Offices / Private Organizations.

**Or**

Minimum 5 (five) years experience as a practicing advocate.

- (ii) Proficiency in Marathi and English language.

**Age :** Min. 30 Yrs. – Max. 45 Yrs.

## **4. PRIVATE SECRETARY**

### **Essential Qualification & Experience**

- (i) Bachelor's Degree from a recognized University/Institute.
- (ii) Administrative experience of minimum 3 (three) years in University / educational institution / Central or State Government offices / Private Organizations.
- (iii) Typing proficiency with 30 wpm in English.
- (iv) Knowledge of computer operations with MS-CIT or its equivalent qualification.
- (v) Proficiency in Marathi and English language.

**Age :** Min. 30 Yrs. – Max. 45 Yrs.

## **5. PERSONAL ASSISTANT**

### **Essential Qualification & Experience**

- (i) Bachelor's Degree from a recognized University/Institute.
- (ii) Administrative experience of minimum 3 (three) years in University / educational institution / Central or State Government offices / Private Organizations.
- (iii) Typing proficiency with 30 wpm in English and Marathi.
- (iv) Proficiency in Stenography in English or Marathi with minimum speed of 80 w.p.m.

- (v) Knowledge of computer operations with MS-CIT or its equivalent qualification.
- (vi) Proficiency in Marathi and English language.

**Age :** Min. 25 Yrs. – Max. 40 Yrs.

## **6. ASSISTANT ENGINEER**

### **Essential Qualification & Experience**

- (i) BE (Civil) or equivalent qualification from a recognized University / Institute, with minimum 5 years' experience as Junior Engineer in CPWD / PWD / Public Sector / autonomous bodies / private organizations.
- Or**
- (ii) Diploma in Civil Engineering with minimum 8 years of experience in CPWD / PWD / Public Sector / autonomous bodies / Private Organizations.
  - (iii) Proficiency in Marathi and English language.

**Age:** Min. 25 Yrs. – Max. 40 Yrs.

## **7. PUBLIC RELATION OFFICER**

### **Essential Qualification & Experience**

- (i) Masters' Degree in any discipline from a recognized University / Institute, preferably in Journalism & Mass Communication.
- (ii) Minimum 2 (Two) years of experience in University / educational institution / Central or State Government offices / Private Organizations .
- (iii) Knowledge of computer operations with MS-CIT or its equivalent qualification.
- (iv) Excellent command of speaking in English, Hindi and Marathi Language.

**Age:** Min. 25 Yrs. – Max. 40 Yrs.

### **General Terms & Conditions:**

1. All appointments are subject to Rules and Regulations of the University / Government, framed from time to time and subject to the approval of the Executive Council of the University.
2. Candidates shall fill the application form available on the University Website before the last date mentioned in the advertisement as well as on the website and send the scanned copy of the same along with scanned copies of necessary documents to the email address: - [recruitment2025@mnlumumbai.edu.in](mailto:recruitment2025@mnlumumbai.edu.in) before the last date as per the advertisement.
3. The application fees of Rs. 1000 /- for General Category and Rs.500/- for the candidates belonging to the reserved categories shall be paid through online mode. Application Fee will not be refundable.

4. The print out of the Application along with payment receipt (UTR no.) and other relevant documents mentioned in Clause 8 below, shall be submitted in a sealed envelope, in person or by Post, and shall reach before 5:00 pm on 01.02.2025, on the following address: “Registrar, Maharashtra National Law University Mumbai, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai – 400 076 (Maharashtra). Tel. no. 022- 25703188.
5. The envelope shall be super-scribed as “**Application for the post of <--name of the post -->**”.
6. Print out of application made in the prescribed format through online mode (email) only will be considered by the University. Applications in other forms such as Bio-data, C.V. and any other offline application will not be considered.
7. Candidates shall affix a passport size photo on the application.
8. Application form shall be accompanied with self-attested copies of the following documents:
  - (i) Documents related educational qualifications, such as Degree / Diploma certificates, Statement of Marks, (both side photocopies of the Statement of Marks), other certificates of the relevant examinations and any other certificates relating to the educational qualifications.
  - (ii) Certificate/s of experience issued by the Competent Authority.
  - (iii) Birth / SSC certificate or other Government document as a proof of date of birth.
9. As per the Notification No. SRV.2000/CR (17/2000) XII dated 28<sup>th</sup> March, 2005 issued by General Administration Department, Mantraya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form “A”
10. Qualifications, relevant experience, and age will be considered as on the last date of receipt of application.
11. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
12. Selection Process
  - A. Candidates will be called for Written / Skill Test or Interview or both, as per the discretion of the University.
  - B. Candidates shall bring original documents at the time of interview for the purpose of verification of documents.
  - C. Candidates called for interview will have to remain present at their own expenses.
  - D. For any updates regarding test / interview, Candidates are requested to refer University website from time to time, as all information and circulars will be notified on the University on its website.
13. Applications received after the last date of receipt of application, incomplete applications, applications submitted without any of the required documents and applications not submitted through proper channel/without ‘No Objection Certificate’ of the employer, will not be considered, and no communication in this regard will be made with the candidates.
14. The University reserves the right to modify / cancel / withdraw any communication made to the candidates(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at a different stage.

15. 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.
16. 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.
17. The hard copy of the application form duly filled in the prescribed form shall reach the Office of the Registrar on or before the last date.
18. Canvassing directly or indirectly shall be a disqualification.
19. The University reserves the right to fill or not to fill any of the posts. Also, University reserves right to withdraw any advertised post at any time without assigning any reason. The decision of the University in this regard shall be final.
20. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
21. The condition of upper age limit is not applicable to the employees already in the service of the MNLU, Mumbai or any other State / Central University.
22. The upper age relaxation for five years shall be applicable to the candidates belonging to reserved categories and to the persons with disabilities as per the norms of State Government.
23. No correspondence with ineligible candidates will be made by the University.
24. Applicants serving in Government / Semi-Government organizations / Public Sector Undertakings / Autonomous Bodies shall send their applications **through Proper Channel**. The applications not sent through the proper channel, will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
25. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be **rejected at the threshold**.
26. In case of any dispute / suit or legal proceeding against the University, the jurisdiction shall be restricted to the Courts in Mumbai.

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The candidates are advised to fill up the details on the Google link provided below and print out of the same is to be submitted along with the application form.

**Google Link:**

**<https://forms.gle/ELc675n9YBPqnmUv9>**

For inquiries, and submission of application please contact: [recruitment2025@mnlumumbai.edu.in](mailto:recruitment2025@mnlumumbai.edu.in)

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