

**The Following Post is hereby issued in the Advertisement  
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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 position on the Contractual basis.

Sl. No.	Name of the Post	No. of posts and category
1	Internship and Placement Officer	1 (open to all)
2	Data Analyst	1 (open to all)
3	Senior Warden (Male)	1 (open to all)
4	Hostel Caretaker (Female)	2 (open to all)
5	Administrative Assistant	1 (open to all)
6	Multi-Task Staff (MTS) with Driving Skills	1 (open to all)

- Submission of application on-line: by 23rd Sep 2025 till 23.59 Hrs.
- Hard Copy of application along with copies of the enclosures and the payment receipt shall reach the "Registrar (I/c), **Maharashtra National Law University Mumbai**, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai- 400076 (Maharashtra) positively, by 5:00 pm on or before 29th Sep 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)

Sd/-

**Registrar (I/c.)**

Dated: 8<sup>th</sup> September, 2025

**Application Submission starts from 8.09.2025, 12.00 noon**

**Last Date to apply: - 1. Online Application: - 23.09.2025, 23.59pm**

**2. Hard copy of application along with copies of documents: - 29.09.2025, 5:00pm**

**(To be send on the prescribed address)**

**1. Internship and Placement Officer (Annual Contract-Consolidated pay)**

(Category –Open to all - 01)

➤ **Essential Qualification**

- A post-graduate degree from a recognized University.
- Preferably in **MBA with HR specialization** with at least 55% marks or its equivalent grade.

➤ **Experience**

- 2 years' experience of public relations or placement services.
- Preferably in a University or an Institution of higher learning.

➤ **Desirable:**

- Should be able to liaise with press, electronic media, Law firms, Advocates, Courts etc.
- Should be able to prepare publicity material and prepare press releases / notes.
- Should be able to manage the Placement Cell of the University.
- Knowledge of the Marathi Language

➤ **Age Limit:** 25 to 40 Yrs.

➤ **Salary:** Rs. 1,50,000/- (Consolidated) pm

➤ **Job Description:**

- Drafting Proposal, mails communication
- Budget preparation
- Travelling arrangements, food, accommodation, admin work for recruitments, guest lectures
- Student's coordination for the assigned work
- Maintenance of the record
- Booking of the Venue for the Placement Day activity
- Communication to all concerned persons with reference to the logistics, reception, food, and accommodation of the Recruiters wherever required.
- Confirmation of all the needful being done for the Team Placement.
- General Coordinator with the supervision of the Faculty In charge
- Feedback from the Recruiter and Students
- To handle recruiters' calls
- Follow up on the corporate relations, pending recruitments, and internships with the given format
- Any other assistance/coordination as required by the Team Placement.

## **2. Data Analyst (01 Post) (Open) (Annual Contract-Consolidated Pay)**

### **➤ Essential Qualification:**

1. Graduation in Computer Science or IT, or Data Science, or Computer Application, or a relevant discipline.
2. Minimum 1-3 years' experience in data analysis, statistical reporting, or related role

### **➤ Desirable:** Certificate /Diploma in Data Analysis, Business Analytics, or related areas from recognized institutions (e.g., Google Data Analytics, IBM Data Analyst Certification)

### **➤ Age Limit:** 18 to 32 Yrs.

### **➤ Salary:** 45,000/- pm

## **3. Senior Warden (Male- 01) (Open) (Annual Contract-Consolidated Pay)**

### **➤ Essential Qualification:**

1. Graduation from a recognized University
2. Working knowledge of computers.
3. Proficiency in the English Language, including communication skills.

### **➤ Desirable:**

1. A Diploma or Certificate of a minimum of 6 months in Housekeeping/Home Science or any other relevant subject from a recognized educational institute.
2. Knowledge of Bookkeeping to maintain: Stock Register, b) Basic Computer knowledge c) Maintenance of Registers) Attendance registers of students e) Handling hostel staff and domestic helper.
3. Post-graduation in any stream.
4. Minimum three years' experience in a similar field/ area (a certificate to this effect as proof of the same should be submitted)

### **➤ Nature of Duty:** Full Time (Residential Service)

### **➤ Age -** 30 to 45 Yrs

### **➤ Salary:** 50,000/- pm

## **4. Hostel Caretaker (Female-02) (Open) (Annual Contract-Consolidated Pay)**

### **➤ Essential Qualification:** 10 + 2 Class Pass

### **➤ Desirable:**

1. Working Knowledge of Computers
2. A Diploma or Certificate of minimum 6 months in Housekeeping/ Home Science or any other relevant subject from a recognized educational institute.
3. One year's experience in a similar field/ area (a certificate to this effect as proof of the same should be submitted).

### **➤ Age Limit:** 25 to 45 Yrs.

### **➤ Nature of Duty:** Full Time (Residential Service)

### **➤ Salary:** 23,000/-

## **5. Administrative Assistant (Data Center) (01 Post) (Open) (Contractual)**

- **Essential Qualification:** Science or Commerce Graduation
- **Desirable:**
  1. Master's degree (MBA, M. Com, or equivalent) in a relevant discipline.
  2. Diploma/Certification in Office Management, Secretarial Practices, or Computer Applications.
  3. Experience - Minimum of 1-3 years' experience in data analysis, statistical reporting, or a related role.
- **Age Limit:** 18 Yrs. To 32 Yrs.
- **Salary:** 40,000/- pm

## **6. MTS with Driving Skill (01 Post) (Open)**

- **Essential Qualification:**
  1. 12th Pass
  2. Driving Skill (Four-Wheeler Light Vehicle Driving License)
- **Desirable:**
  1. Working Knowledge of Computers
  2. Minimum 1-3 years of experience
- **Age Limit:** 18 Yrs. To 32 Yrs.
- **Salary:** 25,000/- pm

## **General Terms & Conditions**

1. All appointments are subject to the 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 as per the opening and last date mentioned in the advertisement, as well as available on the website from 08.09.2025, and send the scanned copy of the same along with a scanned copy of the necessary documents to the email address: - [recruitment2025@mnlumumbai.edu.in](mailto:recruitment2025@mnlumumbai.edu.in) (last date as per the advertisement)**
3. The application fees for Internship & Placement Officer Rs. 1000 /- (General Category) & Rs. 500/- (Reserved Category). The application fees for the posts mentioned in Sr. No. 2 to 6 Rs. 500 /- (General Category) & Rs. 250/- (Reserved Category) 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 by 29.09.2025 on the following address: "Registrar, Maharashtra National Law University Mumbai, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai-400076 (Maharashtra). Tel. no. 022- 25703188.**
5. The envelope shall be super-scribed as "Application for the post of <--name of the post -->".

6. A printout of the 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 by self-attested copies of the following documents:
  - (i) Documents related to educational qualifications, such as Degree/ Diploma certificates, Statement of Marks, other certificates of the relevant examinations (both side photocopies of the Statement of Marks) and any other certificates relating to the educational qualifications
  - (ii) Certificate/s of teaching/ administrative experience issued by the competent Authority
  - (iii) Approval letter/s in case of teachers appointed in affiliated colleges/ recognized situations
  - (iv) 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, Mantra Laya, 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 shall be considered as on the last date of receipt of the application.
11. Candidates furnishing incorrect or false information shall stand disqualified at any stage, even after appointment.
12. Candidates should check the eligibility criteria carefully while applying for the post. Not eligible candidates will be disqualified at any stage of the recruitment process, even after selection.
13. Candidates already employed shall submit their applications through the proper channel or shall furnish a 'NO OBJECTION CERTIFICATE' with the Application Form from the current employer, without which their Application /candidature will not be considered further.
14. 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 the proper channel/without a 'No Objection Certificate' of the employer, will not be considered, and no communication in this regard will be made with the candidates.
15. Candidates shall bring original documents at the time of the interview for verification of documents, along with two sets of xerox copies of all the documents.
16. Candidates called for an interview will have to remain present at their own expense
17. Canvassing directly or indirectly will be a disqualification.
18. The University reserves the right to fill or not to fill any of the posts. Also, the University reserves the right to withdraw any advertised post at any time without assigning any reason. The decision of the University in this regard shall be final.
19. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview, or selection of candidates will not be entertained at any stage.
20. The directives/orders/resolutions/circulars of the Government of Maharashtra issued from time to time shall apply to the said posts.
21. No Correspondence with ineligible candidates will be made by the University.
22. Candidates are requested to refer University website from time to time, as all information and circulars will be notified on the University its website.
23. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate. Candidates who have been selected/ appointed based on providing wrong information may be terminated at any stage, even after selection.
24. The University will not be responsible for either any non-receipt of the application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.

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The Candidates Shall Filled up the ‘Application Form’ provided by the below ‘Google Form Link’ and submit the hard copy of the same to the University, as mentioned in Rule-2 and 4 of the General Teams & Conditions’.

**Google Link for Internship and Placement Officer: [Click Here](#)**

**Google Link for Data Analyst, Senior Warden, Hostel Caretaker, Administrative Assistant, MTS with Driving Skill: [Click Here](#)**