MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

महाराष्ट्र राष्ट्रीय विधि विद्यापीठ मुंबई

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

2nd and 6th Floor, MTNL-CETTM Building, Technology Street, Hiranandani Gardens, Powai, Mumbai, Maharashtra - 400 076.

RECRUITMENT ADVERTISEMENT

WALK-IN INTERVIEW

Maharashtra National Law University Mumbai invites eligible candidates for **Walk in Interview** for the below mentioned position on Annual Contract-Consolidated pay.

Sr. No.	Name of the Post	No. of posts and category
1	Administrative Assistant	01 General

We are pleased to invite you for the Walk in Interview scheduled on 25/11/2026 at 12.00 noon onwards.

For more information visit the University Website: www.mnlumumbai.edu.in

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Dated: 18th November, 2026

Registrar

Maharashtra National Law University Mumbai

Administrative Assistant

- **Essential Qualification:**

  - A Bachelor's Degree in any discipline (Arts, Science, or Commerce) from a recognized University.
  - Working knowledge of computers.
  - Proficiency in the English Language, including communication skills.

- **Desirable:**

  - Master's degree (MBA, M. Com, or equivalent) in a relevant discipline.
  - English Typing 30 WPM
  - Marathi Typing 30 WPM
  - Minimum 1-3 years of experience

- **Age –** 18 Yrs to 32 Yrs

- **Salary:** Rs. 25,000/- to Rs. 35000/-

Maharashtra National Law University Mumbai

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General Terms & Conditions:

1. Candidates shall bring following original documents at the time of the interview, along with two sets of xerox copies of all the 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 experience issued by the competent Authority
   iii. Birth / SSC certificate or other Government document as a proof of date of birth
   iv. In case of change in name of the candidate, a copy of Government Gazette or any other appropriate certificate.

2. Qualifications, relevant experience and age shall be considered as on the last date of receipt of application.

3. Candidates furnishing incorrect or false information shall stand disqualified at any stage, even after appointment.

4. Candidates should check the eligibility criteria carefully while appearing the interview. Not eligible candidates will be disqualified at any stage of the recruitment process, even after selection.

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