



# 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.

## WALK-IN INTERVIEW

Maharashtra National Law University Mumbai invites applications for the below mentioned position for the one year contract.

| Sr. No. | Name of the Post  | No. of posts and category |
|---------|---|---------------------------|
| 01      | Multi-Task Staff (MTS) with Driving Skills (on Consolidated Salary)     | 03(open to all)           |
| 02      | Multi-Task Staff (MTS) with Electrician Skills (on Consolidated Salary) | 01(open to all)           |
| 03      | Multi-Task Staff (MTS) with Plumber Skills (on Consolidated Salary)     | 01(open to all)           |

Following Address : **MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**  
2nd Floor, CETTM MTNL Building, Technology St, Hiranandani Gardens, Powai, Mumbai 400076. Interview date **11/02/2025 at 02:00 PM..** Candidates shall bring original documents at the time of interview for the purpose of verification of documents. For more information visit the University Website: [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in)

Dated:  
01/02/2025

Sd/-  
Registrar



## MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

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

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

### **Multi-task Staff with Driving Skills**

#### **Eligibility Criteria:**

##### **Essential Qualification:**

- 10 + 2 Class Pass.
- Driving Skill (Four-Wheeler Light Vehicle Driving License)

##### **Experience:**

Two years' experience in Driving of light motor vehicle. Preferably in Mumbai. (a proof of the same should be submitted)

##### **Desirable Qualifications:**

- Working knowledge of computer.

##### **Note:**

1. To drive safely and comply with all traffic rules and regulations.
2. To maintain University vehicles in good condition.
3. To arrive at the destinations on the scheduled time.
4. To help officers and other staff of the University to load and unload their luggage.
5. To inform the mechanic immediately, if any defect is found in the vehicle.
6. To check fuel, lubricants, etc. daily.
7. To attend the front office reception, Office of the Hon'ble Vice-Chancellor and carry out all multi-task activities, whenever present on the University campus.
8. To maintain registers of all inward and outward communication (including E-Register).
9. To render necessary assistance at the time of meetings of the University.
10. To dispatch of letters, documents and bills to the concerned departments, as directed by the superior officer.
11. Book shelving, labelling and rubber stamping on books.
12. To carry out any other work assigned by the superior officers.
13. To discharge functions with utmost diligence and sincerity.

**Interview date 11/02/2025 at 2:00 PM**

**Salary: 25,000/- (Consolidated)**

**Nature of Duty Hours: Full Time**

### **Multi-task Staff with Electrician Skills**

#### **Eligibility Criteria:**

##### **Essential Qualification:**

- 10 + 2 Class Pass, 2 years Diploma in ITI Electrician.

##### **Experience:**

Minimum 6 years' experience in electrician (a proof of the same should be submitted)

**Desirable Qualifications:**

- PWD Electrician certificate.

**Note:**

1. To Electrical safely and comply with all rules and regulations.
2. To maintain University Electronical Item in good condition.
3. To arrive at the destinations on the scheduled time.
4. To help officers and other staff of the University to load and unload their luggage.
5. To attend the Guest House, Office of the Hon'ble Vice-Chancellor and carry out all multi-task activities, whenever present on the University campus.
6. To maintain registers of all inward and outward communication (including E-Register).
7. To render necessary assistance at the time of meetings of the University.
8. To dispatch of letters, documents and bills to the concerned departments, as directed by the superior officer.
9. Book shelving, labelling and rubber stamping on books.
10. To carry out any other work assigned by the superior officers.
11. To discharge functions with utmost diligence and sincerity.

**Interview date 11/02/2025 at 2:00 PM**

**Salary: 25,000/- (Consolidated)**

**Nature of Duty Hours: Full Time**

**Multi-task Staff with Plumber Skills****Eligibility Criteria:****Essential Qualification:**

- 8<sup>th</sup> Pass

**Experience:**

Ten years' experience in Plumbing (a proof of the same should be submitted)

**Desirable Qualifications:****Note:**

1. To Plumbing safely and comply with all rules and regulations.
2. To maintain University in good condition.
3. To arrive at the destinations on the scheduled time.
4. To help officers and other staff of the University to load and unload their luggage.
5. To attend the Guest House, Office of the Hon'ble Vice-Chancellor and carry out all multi-task activities, whenever present on the University campus.
6. To maintain registers of all inward and outward communication (including E-Register).
7. To render necessary assistance at the time of meetings of the University.
8. To dispatch of letters, documents and bills to the concerned departments, as directed by the superior officer.
9. Book shelving, labelling and rubber stamping on books.
10. To carry out any other work assigned by the superior officers.
11. To discharge functions with utmost diligence and sincerity.

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