MAHARASHTRA NATIONAL LAW UNIVERSITY
AURANGABAD

<u>RECRUITMENT NOTIFICATION</u>

Ref. No. MNLUA / ADMN / ADVT / 2023-2024 / 528   **Date: 30/07 / 2023**

[A] INTRODUCTION:

Maharashtra National Law University, Aurangabad (The University established under Act No. VI, of 2014 by the State Legislature of Maharashtra) invites Applications from the eligible candidates in the prescribed format (See Website) for the following Contractual Non-Teaching posts in the University. The applicants are instructed to read the details of the advertisement before filing up the form.

Post No.	Name of the Post	No. of Posts	Category
NON-TEACHING POSTS (Contractual)
1	**Controller of Examination** (On Scale and Contractual basis for 05 years) (In the pay scale of 7th CPC at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)	1	Unreserved
2	**Deputy Controller of Examination** (On Contractual basis for 05 years with a Consolidated pay of Rs. 65,000/- per month)	1	Unreserved
3	**Assistant Controller of Examination** (On Contractual basis for 05 years with a Consolidated pay of Rs. 45,000/- per month)	1	Unreserved
4	**Internal Auditor:** (On Scale and Contractual basis for 03 years) In the pay scale of as per 7th CPC (S-23 with rationalized entry pay of Rs. 67,700/-)	1	Unreserved
5	**Campus Administrator** (On Contractual basis for 05 years with a Consolidated pay of Rs. 75,000/- per month)	1	Unreserved
6	**System- Cum- Network Administrator** (On Contractual basis for 05 years with a Consolidated pay of Rs.55,000/- per month)	1	Unreserved
7	**System- cum -Network Operator** (On Contractual basis for 05 years with a Consolidated pay of Rs.45,000/- per month)	1	Unreserved

8	**Civil Engineer** (On Contractual basis for 05 years with a Consolidated pay of Rs.45,000/- per month)	1	Unreserved
9	**Medical Officer** (On Contractual basis for 05 years with a Consolidated pay of Rs.65,000/- per month)	1	Unreserved
10	**Hostel Superintendent (Male-1, Female-1)** (On Contractual basis for 05 years with a Consolidated pay of Rs.35,000/- per month)	1 each	Unreserved
11	**Office Assistant (Scholarship)** (On Contractual basis for 05 years with a Consolidated pay of Rs.35,000/- per month)	1	Unreserved
12	**Sports Instructor** **(Male-1, Female-1)** (On Contractual basis for 05 years with a consolidated pay of Rs.40,000/- per month)	1 each	Unreserved

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[B] ELIGIBILITY NORMS:

1. CONTROLLER OF EXAMINATION:

Eligibility Norms:

Qualification & Essential Experience:

(a) Master's Degree with at least 55% marks in any discipline from a recognized university/institution;

(b) At least 15-years of experience as Assistant Professor in Academic Level 10 and above, or with 8-year service in the Academic Level 13A as Associate Professor along with experience in educational administration; or

(c) Comparable experience in research establishment and/or other institutions of higher education; or

(d) 15-years administrative experience, out of which 8-year shall be as Deputy Registrar or an equivalent post.

Desirable Experience: The preference shall be given to a candidate having Doctoral Degree and experience to handle examination department of University/ College. The candidate should have proficiency in English and knowledge of computerization of Examination.

Age: Shall not be more than 60 years

2. DEPUTY CONTROLLER OF EXAMINATION:

Eligibility Norms:

Qualification & Essential Experience:

Candidate shall have:

a) Master's Degree with at least 55% of marks or its equivalent grade from a recognized university/institution

b) Nine years of experience as Assistant Professor in Academic Level 10 and above, with experience in educational administration; or

c) Comparable experience in a research establishments and/or other institutions of higher education; or

d) Five years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable Experience: Experience in any University / College and proficiency in computerization of examination work.

Age: Shall not be more than 60 years

3. ASSISTANT CONTROLLER OF EXAMINATION:
Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have a Master's degree with at least 55% of marks.

ii.   Minimum 5 years of experience at the level of Assistant Professor along with experience of educational administration or 3 years of administrative experience in handling the University/College Examinations department.

Desirable Qualification: Experience in any University/ College and proficiency in computerization of examination work.

Age: Shall not be more than 60 years

4. INTERNAL AUDITOR:
Eligibility Norms:

Qualification & Essential Experience:

- Chartered Accountant

- Three years of experience in handling personal finance matters, inventory management, purchase of goods and services matters including internal audit in a university/research establishment/other institution of repute in higher education.

- Good knowledge of computer functioning.

Desirable Qualification: Experience in handling audit of any institute or organization.

Age: Shall not be more than 50 years

5. CAMPUS ADMINISTRATOR:
Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have Bachelor's Degree with at least 55% of marks.

ii.   Minimum 20 years of professional experience of serving in defense or police service or any other equivalent post in Administration/Educational Institutes.

Desirable Qualification: Preference will be given to Ex-Servicemen not below the rank of Colonel or equivalent rank in defense.

Age: Shall not be more than 65 years

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6. **SYSTEM-CUM-NETWORK ADMINISTRATOR:**

Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have a Bachelor's Degree in Computer Science/ Computer Engineering / Information Technology / Master in Computer Application (MCA) from a recognized University / Institution with at least 60% marks or its equivalent grade.

ii. A minimum of seven years of experience in IT/EDP of any organization having knowledge of database handling, coding, software testing, website design, and website handling with the University/College.

iii. Experience in handling IT Department in any University/ College.

Desirable Qualification: Preference shall be given to the candidate who is well versed with Installing and Configuring computer hardware and Application. Configuring and troubleshooting Servers, Desktops, and Laptops. Configuring and troubleshooting Network, Printer, Network Printer, Scanner, Network Scanner, and internet issues. Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and Networking Devices. i.e. Router, Manageable Switches, and Wi-Fi Routers. Experience in handling IT sections in any institute of national repute and having experience in System Administration, Network, Python, Cloud (AWS), PHP, Android, HTML, JavaScript, JQuery, Linux Operating Systems, MySQL, Oracle, Post Grey SQL, MARIA DB, Amazon Arora, etc.

Age: Shall not be more than 45 years

7. **SYSTEM-CUM-NETWORK OPERATOR:**

Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have a Bachelor's Degree in Computer Science/ Computer Engineering / Information Technology/Master in Computer Application (MCA) from a recognized University / Institution with at least 60% marks or its equivalent grade.

ii. A minimum of three years of experience in IT/EDP of any organization having knowledge of database handling, coding, software testing, website design, and website handling with the educational institute.

iii. Experience in handling IT operations in University/ College.

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Desirable Qualification: Experience in handling IT section in any institute of national repute or any University or College. Preference will be given to the candidates having experience in Python, Cloud (AWS), PHP, Android, HTML, JavaScript, JQuery, Linux Operating System, MySQL, Oracle, Post Grey SQL, MARIA DB, Amazon Arora, etc.

Age: Shall not be more than 45 years

8. CIVIL ENGINEER:

Eligibility Norms:

Qualification & Essential Experience:

i.   The candidates shall have a B.E. /B. Tech in Civil Engineering degree from a recognized University/Institution by the government.

ii. A minimum of 10 years of experience in the civil department of the government sector or educational institute at the mid-level OR more than 20 years of experience in the case of the retired candidate.

iii. Experience as an Engineer in handling construction of the building, maintenance, Internal roads, Fencing, acquisition of land, Coordination with PWD and Government agencies, preparation of block estimates, preparation of the budget, and other statutory work assigned by the University.

Desirable Qualification: Experience in handling and supervising construction work of any government department / Civil Department of any organization or educational institute.

Age: Shall not be more than 65 years

9. MEDICAL OFFICER:

Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have an M.B.B.S, Degree from a recognized University / Institution with at least 50% marks or its equivalent grade.

ii. A minimum of 05 years of experience in a recognized Hospital or any reputed medical organization.

iii. He /She should be registered with the State Medical Council /Medical Council of India.

Desirable Qualification: Preference will be to candidates having a Post-Graduate Diploma/ Degree in Medical Sciences.

Age: Shall not be more than 65 years

10. **HOSTEL SUPERINTENDANT:** (**Total 2 Positions: 1 Male and 1 Female**)

Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have a Master's degree preferably MSW/MCA from a recognized University / Institution with at least 55% marks or its equivalent grade.

ii.   At least 5 (Five) years of experience in hostel administration in any educational institute or organization of educational nature

iii. Functional knowledge of English, Marathi, and Hindi with good organizational and Interpersonal Skills along with computer knowledge.

Desirable Qualification: Experience in handling Hostel Administration especially supervising, controlling and handling matters of discipline of hostel, General Administration, Health and Emergencies, Mess, Sanitation, Security etc. in any educational institute or college. \

Age: Shall not be more than 45 years

11. **OFFICE ASSISTANT (SCHOLARSHIP):**

Eligibility Norms:

Qualification & Essential Experience:

i.   Candidate shall have a Master's degree from a recognized University / Institution with at least 55% marks or its equivalent grade.

ii.   At least 5 (Five) years of experience in handling administration of scholarship and allied work in any educational institute.

iii. Functional knowledge of English and Marathi, with good organizational and Interpersonal Skills along with computer skills.

Desirable Qualification: Candidates having work experience with Department of Social Welfare / any educational institute shall be given preference.

Age: Shall not be more than 45 years

12. <u>**SPORTS INSTRUCTOR**</u>

Eligibility Norms:

Qualification & Essential Experience:

Candidate shall have Master's degree in Physical Education (two years course) with relevant 2 years of post Master's degree coaching experience.

Desirable Qualification: At least two years of experience in coaching Basketball/Badminton/Lawn tennis/ Table Tennis in Educational Institute and Representation at district/ state or national level in any of these above fields. English communication skill is desirable.

Age: Shall not be more than 45 years

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[C] GENERAL INSTRUCTIONS:

1) Candidates shall read all the instructions carefully before applying for the posts advertised by MNLU Aurangabad.

2) 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.

3) **MNLU, Aurangabad, being an institution of national repute candidate should possess good English communication skills.**

4) Numbers of posts advertised are tentative and subject to change.

5) Mere fulfilling the eligibility conditions does not confer any right on the candidate to be called for interview by the Selection Committee.

6) A duly-constituted Screening and Evaluation Committee (SEC) will verify all applications and short-list them, before calling the candidates for interview.

7) Candidates currently working in other Institutions and Organizations shall submit 'NO **OBJECTION CERTIFICATE'** with the Application Form from the current employer, without which their Application Form/Candidature shall not be considered.

8) Candidates currently serving must send their applications through Proper Channel.

9) MNLU, Aurangabad reserves the right to conduct the Written Examination as part of selection process.

10) Candidates belonging to reserve category must submit an attested copy of relevant certificate (such as Caste Certificate, Caste Validity Certificate, etc.) signed by appropriate authority along with their Application Form.

11) Reservation Policy of the Government of Maharashtra will be followed. Applicant belonging to such categories will be eligible for relaxation of qualifying marks to the extent of 5% and age relaxation as per Maharashtra Government policy.

12) Application Fee for the Candidates belonging to SC / ST category is Rs.250 and for other Categories it is Rs.500/- to be paid in favour of *'Maharashtra National Law University Aurangabad'* payable at Aurangabad in the form of Demand Draft (DD) of any Nationalized Bank in favour of University, and should be attached along with the application form. Registration fee will not be refundable. Application Forms without attachment of Demand Draft shall not be considered.

13) No interim query shall be entertained.

14) No TA / DA shall be paid to the candidates for attending interview.

15) Candidates must bring original documents at the time of interview for the purpose of verification of the documents.

16) Incomplete Application Form or Application Form submitted without relevant supporting

documents/enclosures (Self attested copies of Degree/Certificates/Marks Sheets/ Experience Certificate etc.) will be rejected.

17) Candidates called for interview shall appear in person before the Selection Committee on the scheduled date and time. Request for rescheduling the interview will not be considered. **No virtual mode of interview (Skype, Face Time, Video Conference etc.) will be permitted.**

18) The University reserves the right to fill or not to fill any of the posts advertised. Also, University reserves right to withdraw any advertised post or entire advertisement at any time without assigning any reason and the decision of the University in this regard shall be final.

19) The University reserves the right to relax the eligibility conditions in respect of exceptionally meritorious candidates for the above mentioned posts.

20) Canvassing or influencing the Selection Process in any manner shall summarily disqualify the candidate.

21) The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate or by submitting false and fabricated documents.

22) Candidate, who has been selected / appointed, based on wrong information/ fabricated or false document submitted to the university, shall be disqualified and terminated accordingly at any stage.

23) **Candidates having experience of working in institute of national repute shall be given preference.**

24) Only shortlisted candidates will be called for the interview.

25) Applications shall be made in the prescribed format o n l y available at http://www.mnlua.ac.in only. Application made in any other manner shall not be considered at any cost. Candidates are requested to carefully go through the instructions before submitting their applications.

26) Candidates must also indicate the **"Name of the Post"** and **"Post No."** which they have applied.

27) Selected candidates will be governed by the provisions of the Maharashtra National Law University Act, 2014 and the Regulations framed thereunder.

28) Campus Administrator, Hostel Superintended and Medical Officer are residential positions; hence they will have to stay in campus only.

29) The application in the prescribed format along with DD (Demand Draft) should reach the address: **"Registrar, Maharashtra National Law University, Aurangabad, Nath Valley Road, Kanchanwadi, Aurangabad 431005 (Maharashtra)" on or before 30/08/2023 by 05:00 p.m.**

30) **The Application Form must be sent through Indian Post (RPAD or Speed Post) and must reach the above mentioned University Address. Application Form submitted in person will not be accepted by the University.**

Abbreviations: SC: Scheduled Caste, DD: Demand Draft.

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Registrar