



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Waranga, PO: Dongargaon (Butibori),
Nagpur – 441108 [Maharashtra]

RN-16 / August 22, 2022

Maharashtra National Law University, Nagpur invites applications for the following **Contractual** Positions:

Sl. No.	Position	Number of Positions	Application Fee
1.	Estate Officer-cum-Campus Manager Pay Scale: Rs.56,100-1,77,500	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
2.	Junior Accountant Pay Scale: Rs.35,400-1,12,400	01 (OBC) Mah. 01 (SC) Mah.	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
3.	Receptionist Pay Scale: Rs.25,500-81,100	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
4.	Junior Plumber Pay Scale: Rs.21,700-69,100	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
5.	Pump Mechanic Pay Scale: Rs.21,700-69,100	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)

LAST DATE FOR SUBMISSION OF APPLICATION FORM: **SEPTEMBER 10, 2022 (SATURDAY)**.

QUALIFICATIONS AND EXPERIENCE:

Estate Officer-cum-Campus Manager

1. Qualifications:

- A bachelor's degree in any discipline from a recognized university/institution.
- A minimum of five years of working experience in an equivalent position in any university/institution/central or state government organization.
- The candidate must have proficiency in English, Hindi and/or Marathi languages and in Computer as prescribed from time to time.

2. Role and Responsibilities:

He shall work under the supervision and control of the Vice-Chancellor. He shall be responsible for:

- a. Ensuring maintenance of complete inventory of university purchases and assets (except Library books) and the logbooks regarding issuance, return, replacement, etc. of assets.
- b. Ensuring maintenance of the buildings, *viz.*, office buildings, and residential staff quarters.
- c. Maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
- d. Periodical painting of office buildings and staff quarters.
- e. Maintenance of all electrical, electronic, and mechanical equipment pertaining to the University and maintaining the inventory of the same.
- f. Maintenance of all office furniture.
- g. Maintenance of office vehicles, procurement of petroleum, oil, and lubricants as per the requirement, obtaining permits and insurance of vehicles.
- h. Providing necessary physical arrangements during training programs, seminars, and workshops of the University.
- i. Water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, obtaining water from municipal/cantonment board during the water crisis, conservation of water by implementing rain harvesting systems, drip irrigation system, etc.
- j. Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the Institute.
- k. Waste management in accordance with statutory norms and maintenance of STP etc.
- l. Liaison works with local statutory bodies like municipal corporation, cantonment board, groundwater department, etc. and obtaining No Objection Certificates from respective departments as per statutory and regulatory requirements.
- m. Submission of proposals in respect of construction works, obtaining approval of the competent authority.
- n. To supervise, control, and allotment of vehicles and their maintenance.
- o. To supervise, control, and allotment of staff quarters.
- p. To ensure receipt, checking, and submission of proposals for payment of electricity bills, telephone bills, water bills, etc.
- q. Supervising the implementation of all annual maintenance contracts (AMCs pertaining to the above works) including but not limited to
 - i. AMC for Cleaning Services;
 - ii. AMC for Horticulture, Agriculture, Irrigation etc.;
 - iii. AMC for Electrical Equipment and Feeder, Sub-station etc.;
 - iv. AMC for Plumbing, Carpentry Work;
 - v. AMC for Catering Services;
 - vi. AMC for Air Conditioner Unit and Plant;
 - vii. AMC for Water Coolers and Air Conditioners;
 - viii. AMC for Fire-Extinguishers;
 - ix. AMC for Telephone Instruments and Lines; and
 - x. AMC for Pest Control.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Junior Accountant

1. Qualifications:

The candidate must have:

- a. A bachelor's degree in Commerce from a recognized university.
- b. A minimum of five years of experience of which three years shall be as Account Assistant in any university/central or state government organization/higher secondary council or board of secondary education or in any other institution/organization; and
- c. Proficiency in English, Hindi and/or Marathi languages, and in Computer as prescribed from time to time.

2. Role and Responsibilities:

- a. He shall work under the general superintendence and control of the Senior Accountant.
- b. He shall assist the Finance and Accounts Officer, Deputy Finance Officer, Assistant Accounts Officer or Senior Accountant, as the case may be in the performance of functions, duties and responsibilities assigned to them under the Regulations or as may be assigned from time to time.
- c. He shall ensure honest, truthful and fair record-keeping in consonance with high professional standards and ensure integrity of the records.
- d. He shall maintain confidentiality of the unpublished official records.
- e. He shall ensure compliance with regulatory and statutory norms, as may be in force from time to time.

3. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

4. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Receptionist

1. Qualifications:

The candidate must have:

- a. A bachelor's degree in any discipline from a recognized university/institution;
- b. At least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education/any other institution or establishment; and

- c. proficiency in English, Hindi and/or Marathi languages and in Computer as prescribed from time to time.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Junior Plumber

1. Qualifications:

The candidate must have:

- a. Passed 10th or an equivalent from any recognized board;
- b. ITI certificate in the relevant trade; and
- c. At least two years of experience in the field.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

Pump Mechanic

1. Qualifications

The candidate must have:

- a. Passed 10th or an equivalent from any recognized board;
- b. ITI certificate in the relevant trade; and
- c. At least two years of experience in the field.

2. Age:

Age for the employment shall not be less than 18 years and not more than 38 years (43 years in case of SC, ST, NT/DT, OBC, and SBC). There is no age limit for those who are already in service in the relevant post.

3. Nature of Appointment:

The appointment shall be made initially for a period of One Year extendable up to Three years.

GENERAL CONDITIONS

1. **Applicants must apply on prescribed format available on website (<http://www.nlunagpur.ac.in>).** Applications received in any other format other than the prescribed form will be rejected. Filled in Application form with attested copies of all relevant documents should be sent to the **Registrar, Maharashtra National Law University, Nagpur, Waranga, PO: Dongargaon (Butibori), Nagpur – 441108 [Maharashtra]**. Please download the form and fill it carefully and correctly. An application with incomplete documentation or incorrect information is liable to be summarily rejected.
2. The envelope should be **super-scribed** as “Application for the post of <--name of the post -->”.
3. E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form.
4. The Applicants are required to send an advance scanned copy of Filled-in Application to recruitment@nlunagpur.ac.in
5. Only shortlisted candidates will be called for interview. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview. Fulfilment of essential qualifications *per se* does not entitle a candidate to be called for interview. Those who are possessing higher qualifications and exposure to National Law University system shall be given preference in short-listing the candidates.
6. The University reserves the right to relax any requirements of experience and age for exceptional candidates, especially for those holding a similar position in a reputed educational / research Institution and having a good track record.
7. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill any position and its decision in this regard shall be final.
9. 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.
10. 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.
11. The University reserves the right to disqualify any candidate who attempts to lobby or canvass to influence the selection process.
12. Candidates who are currently employed must submit a ‘**No objection certificate**’ from their current employer along with their application, without which their application will not be considered further.
13. The applicants from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority along with their application form.

14. 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.
15. The hard copy of the application form duly filled in the prescribed form must reach the Office of the Assistant Registrar (Administration) on or before the **last date** at the under-mentioned address. Applications received after last date shall not be included in the selection process.
16. Applicants serving in Government / Semi-Government organizations / Public Sector Undertakings / Autonomous Bodies must send their applications **Through Proper Channel**. The applications received without the recommendations of the employer (s) will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
17. Candidates shall have to produce original documents at the time of appearing in Interview.
18. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be **rejected at the threshold**.
19. Application fee shall be paid through the Bank link <https://www.onlinesbi.com/sbicollect/icollecthome.htm> The online receipt of fees paid through SBI Collect shall be enclosed with the application form. For safety, it is advisable to send applications by either Registered Post or a reliable Courier Service.
20. The decision of the University authorities during the different stages of the selection process will be final and binding.
21. Selected candidates will be governed by the Maharashtra National Law University, Nagpur Service and Financial Regulations.
22. In case of any dispute / suit or legal proceeding against the University, the jurisdiction shall be restricted to the Courts in Nagpur, which is the Headquarters of the University.

Address to send the hard copy of the Filled-in Application

**Registrar,
Maharashtra National Law University, Nagpur,
Waranga, PO: Dongargaon (Butibori),
Nagpur – 441108 [Maharashtra]**

**Sd/-
Registrar**