

The Following Post is Hereby issued in the Advertisement Published in the Times of India & Maharashtra Time (Marathi) on 14/07/2025



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	Data Analyst	1 (open to all)
2	IT Assistant	1 (open to all)
3	Senior Warden (Female)	1 (open to all)
4	Senior Warden (Male)	1 (open to all)
5	Hostel Caretaker (Male)	1 (open to all)
6	Hostel Caretaker (Female)	2 (open to all)
7	Administrative Assistant	4 (open to all)
8	Account Assistant	3 (open to all)
9	MTS with Driving Skill	2 (open to all)

- Submission of application on-line: by 23.07.2025 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 28.07.2025 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

Dated: 14th July, 2025

DGIPR/2025-2026/1632

Sd/-

Registrar (I/c.)

Application Submission starts from 14.07.2025, 12.00 noon

Last Date to apply: - 1. Online Application: - 23.07.2025, 5.00pm

2.Hard copy of application along with copies of documents: - 28.07.2025, 5:00pm

1) Data Analyst (01 Post) (Open)
(Annual Contract-Consolidated Pay)

Educational Qualification:

Essential: Post Graduation in Computer Science/ BE Computer Science /B.Sc. in IT

Desirable: 1. Certificate /Diploma in Data Analysis, Business Analytics, or related areas from recognized institutions (e.g. Google Data Analytics, IBM Data Analyst Certification)
2. Minimum 1-3 years' experience in data analysis, statistical reporting, or related role.

Age Limit: 18 Yrs. to 32 Yrs.

Salary:45,000/-

2) IT Assistant (01 Post) (Open)
(Annual Contract-Consolidated Pay)

Educational Qualification:

Essential: A Bachelor's Degree in Information Technology (IT), Computer Science, Computer Applications (BSc. IT, BCA, B. Tech /BE in Computer Science/IT) or equivalent from a recognized university. **OR**
12th Science with minimum two years' experience in IT related work.

Desirable: Master's Degree (MCA, MSc IT, M. Tech in Computer Science/ IT) in a relevant discipline. Certificate in IT Support, Networking, or related fields (e.g. CompITA A+, CCNA, Microsoft Certified IT Professional, etc.)
Minimum 1-3 years' experience in data analysis, statistical reporting, or related role.

Age Limit: 18 Yrs. to 32 Yrs.

Salary:45,000/-

3) Senior Warden (Female- 01, Male- 01) (Open)
(Annual Contract-Consolidated Pay)

Educational Qualification:

Essential: 1. Graduation from recognized University
2. Working knowledge of computers.
3. Proficiency in English Language including communication skill.

Desirable: 1. A Diploma or Certificate in of minimum 6 months in Housekeeping/Home Science or any other relevant subject from a recognized educational institute.
2. Knowledge of Book keeping to maintain:
a) 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 similar field/ area (a certificate to this effect as proof of the same should be submitted)

Nature of Duty: Full Time (Residential Service)

Salary:50,000/-

4) Hostel Caretaker (Female-02, Male- 01) (Open)
(Annual Contract-Consolidated Pay)

Educational Qualification:

Essential: 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 similar field/ area (a certificate to this effect as proof of the same should be submitted.)

4. Driving skill with License and experience (For male candidate)

Age Limit: 25 Yrs. To 45 Yrs.

Nature of Duty: Full Time (Residential Service)

Salary:23,000/-

5) Administrative Assistant (04 Post) (Open)

Educational Qualification:

Essential: Graduation in any stream.

Desirable: 1. Master's Degree (MBA, M. Com or equivalent) in a relevant discipline

2. English Typing 30 WPM

3. Marathi Typing 30 WPM

4. Minimum 1-3 years of experience

Age Limit: 18 Yrs. To 32 Yrs.

Salary: 25,000/- to 35,000/-

6) Account Assistant (03 Post) (Open)

Educational Qualification:

Essential: Bachelor's Degree in Commerce. (B. Com)

Desirable: 1. M. Com

2. English Typing 30 WPM

3. Minimum 2-5 years of experience

4. Experience in the Purchase & Procurement

5. Tally Knowledge & Work experience.

Age Limit: 18 Yrs. To 32 Yrs.

Salary: 25,000/- to 35,000/-

7) MTS with Driving Skill (02 Post) (Open)

Educational Qualification:

Essential: 1. 12th Pass

2. Driving Skill (Four-Wheeler Light Vehicle Driving License)

Desirable: 1. Working Knowledge of Computer

2. Minimum 1-3 years of experience

Age Limit: 18 Yrs. To 32 Yrs.

Salary: 25,000/-

General Terms & Conditions:

1. 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.
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 14.07.2025 and send the scanned copy of the same along with scanned copy of necessary documents to the email address: - recruitment2025@mnlumumbai.edu.in (last date as per the advertisement)**
3. The application fees of Rs. 1500 /- (General Category) & Rs. 750/- (SC & ST) 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 byb 28.07.2025 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. Print out of 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 with self-attested copies of the following documents:
 - (i) Documents related 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 28th 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 application.
11. Candidates furnishing incorrect or false information shall stand disqualified at any stage, even after appointment.
12. Candidate shall 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 '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 proper channel/without '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 interview for the purpose of verification of documents along with the two sets of xerox copies of all the document.
16. Candidates called for interview will have to remain present at their own expenses
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, University reserves 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 candidate will not be entertained at any stage.
20. The directives / orders / resolutions / circulars of the Government of Maharashtra issued from time to time, shall be applicable 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 on 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. Persons, who have been selected/ appointed based on wrong information supplied by the candidate, may be terminated at any stage.
24. 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.

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:

<https://forms.gle/JqLN9GLX638Pmsum9>