



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-21/ December 30, 2024

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

Sl. No.	Position	Number of Positions	Application Fee
1.	University Engineer-cum-Estate Officer (Consolidated Pay Rs. 100000/-)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)
2.	Psychologist-cum-Counsellor (Consolidated Pay Rs. 50,000/-)	01 (UR)	Rs.1,500/- (For Unreserved Candidates) Rs.1000/- (For Others)

LAST DATE FOR SUBMISSION OF APPLICATION FORM: **JANUARY 14, 2025 (TUESDAY).**

QUALIFICATIONS AND EXPERIENCE:

University Engineer-cum-Estate Officer

1. Qualifications:

(a) A Bachelor's Degree in Civil Engineering from a recognized university/institution with at least 60% marks or its equivalent grade.

(b) A minimum of ten years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.

(c) Proficiency in English, Hindi and Marathi languages and in Computer as prescribed from time to time.

Or

(c) Working as an Engineer with more than ten years of experience in senior positions. Retired engineers from government departments having experience in the field shall also be eligible.

2. Role and Responsibilities:

a. The University Engineer is responsible for preparing plans and strategies for the development and implementation of construction, repairs, renovation, and maintenance of physical facilities, including electrical, mechanical, civil, and electronic systems.

b. Implements plans for construction, repairs, renovation, and maintenance of physical facilities in consultation with the Vice-Chancellor.

c. Aids and advises the Vice-Chancellor on matters related to construction, repair, renovation, and maintenance of physical facilities.

d. Oversees, reviews, and approves the work of external engineering design and planning

consultants, ensuring compliance with contract specifications, relevant regulations, and engineering standards.

e. Identifies, investigates, and analyses complex engineering problems and development needs of the university and undertakes necessary measures in consultation with the Vice-Chancellor.

f. Prepares budgets within overall cost parameters.

g. Maintains and provides departmental records to the Offices of the University as required.

h. Works under the supervision and control of the Vice-Chancellor.

2.1 Asset and Infrastructure Management

a. Maintains a complete inventory of university purchases and assets (excluding library books) and oversees the issuance, return, and replacement of assets.

b. Ensures proper maintenance of buildings, including office buildings and residential staff quarters.

c. Maintains cleanliness and a green environment through horticulture works.

d. Oversees periodic painting of office buildings and staff quarters.

e. Ensures maintenance of electrical, electronic, and mechanical equipment, along with maintaining an updated inventory.

f. Oversees the maintenance of office furniture and vehicles, including procurement of petroleum, oil, and lubricants, obtaining permits, and ensuring insurance compliance.

2.2 Utilities and Resource Management

a. Provides necessary physical arrangements for training programs, seminars, and workshops.

b. Manages water resources, including borewell drilling, regular water testing, and conservation efforts such as rainwater harvesting and drip irrigation.

c. Implements power management measures, including introducing solar energy systems and hot water systems.

d. Oversees waste management in compliance with statutory norms, including the operation and maintenance of sewage treatment plants (STPs).

2.3 Liaison and Coordination

a. Coordinates with local statutory bodies (e.g., municipal corporation, cantonment board, groundwater department) to obtain necessary approvals and No Objection Certificates (NOCs).

b. Submits proposals for construction works for approval by the competent authority.

c. Supervises and manages the allocation and maintenance of university vehicles and staff quarters.

d. Ensures timely receipt, checking, and submission of proposals for payment of utility bills, including electricity, telephone, and water.

2.4 Annual Maintenance Contracts (AMCs)

Supervises the implementation of AMCs for various services, including:

1. Cleaning services.

2. Horticulture, agriculture, and irrigation.

3. Electrical equipment and substations.

4. Plumbing and carpentry.

5. Catering services.

6. Air conditioning systems.

7. Water coolers and fire extinguishers.

8. Telephone systems.

9. 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 or retired person.

4. Nature of Appointment:

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

Psychologist-Cum-Counsellor

(1) Qualifications

The candidate must have:

- (a) A Master's Degree in Psychology from a recognized university/institution with at least 55% marks or its equivalent grade;
- (b) At least with minimum of five years of experience in guidance and counselling in higher educational institutions; and
- (c) Proficiency in English, Hindi and Marathi languages and in Computer as prescribed from time to time.

(2) Role and Responsibilities

- 1. Shall be available at all hours to address mental and psychological health care emergencies.
- 2. Provide counselling on mental health and psychological well-being to faculty, staff, and students as required from time to time.
- 3. Advise the Vice-Chancellor on matters related to ensuring the psychological well-being of faculty, staff, and students.
- 4. Maintain utmost confidentiality in accordance with medical and professional ethics regarding the psychological issues of faculty, staff, and students.
- 5. Organize workshops, training programs, and other activities to promote the psychological and mental well-being of faculty, staff, and students.

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.

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 (Hard Copy) 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. Applications received after the last date shall not be considered.
3. The envelope should be **super-scribed** as “Application for the post of <--name of the post -->”.
4. E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form.
5. The Applicants are required to send an advance scanned copy of Filled-in Application to recruitment@nlunagpur.ac.in
6. 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 shall be given preference in short-listing the candidates.
7. 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.
8. 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. 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 soft copy of application may be sent followed by the original application through proper channel.
16. Candidates shall have to produce original documents at the time of appearing in Interview.
17. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be **rejected at the threshold**.
18. Application fee shall be paid through the Bank link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> under the category of Educational Institutions (Application Fee Recruitment). 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.
19. The decision of the University authorities during the different stages of the selection process will be final and binding.
20. Selected candidates will be governed by the Maharashtra National Law University, Nagpur Service and Financial Regulations.
21. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
22. The University reserves the right to fill all the positions advertised or fill only some of the positions or not to fill any of the positions.
23. The University will make all correspondence only through email.
24. 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 – 441 108
[Maharashtra]**

**Sd/-
Registrar**