



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

July 31, 2026

CALL FOR APPLICATIONS

The Maharashtra National Law University Nagpur invites expressions of interest for the full-time contractual positions of **One (1) Research Assistant and One (1) Secretarial Assistant** under the DPIIT IPR Chair established by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India. This position is part of the Scheme for Pedagogy and Research in IPRs for Holistic Education and Academia (SPRIHA).

The appointments shall initially be for **One year (Annual Contract) with the consolidated salary**, extendable based on the performance of the candidate and continuation of the DPIIT IPR Chair Scheme as per SPRIHA norms.

ABOUT THE IPR CHAIR: -

The Chair on IPR is instituted by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India with the vision to “facilitate intellectual property education and research”. The Chair on IPR was instituted by the DPIIT at MNLU Nagpur in 2020.

Sr. No.	Name of the Post	No. of Posts
1	Research Assistant – Under the Department for Promotion of Industry and Internal Trade (DPIIT) IPR CHAIR	01
2	Secretarial Assistant – Under the Department for Promotion of Industry and Internal Trade (DPIIT) IPR CHAIR	01

QUALIFICATIONS & REMUNERATION: -

FOR RESEARCH ASSISTANT— Department for Promotion of Industry and Internal Trade (DPIIT) IPR Chair: (Annual Contract-Consolidated pay):

➤ Essential Qualifications

- Bachelor's Degree in Law (LL.B.) from a recognized University.
- Preference shall be given to candidates possessing LL.M./Ph.D. in Intellectual Property Rights or allied disciplines.

➤ Desirable Qualifications

- Demonstrated research and academic writing skills.
- Knowledge of Intellectual Property Laws and Policies.
- Experience in legal research databases including SCC Online, Manupatra, HeinOnline, LexisNexis, Westlaw etc.
- Excellent drafting and communication skills.
- Proficiency in MS Office, Google Workspace and online research tools.
- Experience in organizing conferences, workshops, seminars and academic events.
- Knowledge of empirical and doctrinal legal research.
- Publication(s) in reputed journals shall be preferred.

Roles & Responsibilities

The selected candidate shall:

- Assist the DPIIT IPR Chair in research projects relating to Intellectual Property Rights.
- Conduct doctrinal, empirical and policy research.
- Assist in preparation of research papers, reports, policy briefs and publications.
- Assist in drafting project proposals and progress reports for DPIIT.
- Organize conferences, seminars, FDPs, workshops and outreach programmes.
- Helping the Chair in preparation of repertoire of resources / tool kit / guidance / instruction materials for various levels of IPR courses in education services for direct teaching as well as teaching through distance education mode / online courses.
- Coordinate with Government Departments, Universities and stakeholders.
- Maintain research databases and project documentation.
- Perform any other academic or administrative work assigned by the DPIIT IPR Chair.

Remuneration

Salary will be commensurate with qualifications and experience of the candidate as follows:

Designation	Qualification	Fixed Pay
Research Assistant	LL.B.	Rs. 47,000/- per month
	LL.M.	Rs. 57,000/- per month
	Ph.D.	Rs. 67,000/- per month

Note: The salary remains fixed until amended in accordance with SPRIHA norms, and no increments will be granted before such revision.

Interested applicants are required to submit scanned copies of following documents and their CV

at: iprchair@nlunagpur.ac.in

- CV
- Contact details of two referees.
- A Statement of Purpose for joining the IPR Chair (Max. 500 words)
- Proposal for future activities to be conducted under IPR Chair

In the subject line of the email, the candidate must mention the following title: ‘**Application for Position of Research Assistant - IPR Chair**’. Interested candidates are hereby informed to submit the online application form through the link mentioned below on or before **August 26, 2026 till 5:00 pm.**

- It is important to fill this application form along with the email.

Application form: <https://forms.gle/maaWhFST2gp1W3mT6>

FOR SECRETARIAL ASSISTANT— Department for Promotion of Industry and Internal Trade (DPIIT) IPR Chair: (Annual Contract-Consolidated pay)

➤ **Essential Qualifications**

- Bachelor’s Degree in any discipline from a recognized University.

➤ **Desirable Qualifications**

- Knowledge of English, Hindi and Marathi.
- Excellent typing skills in English.
- Working knowledge of Microsoft Office.
- Knowledge of Google Forms, Google Drive and email correspondence.
- Experience in Canva, certificate preparation, posters, brochures and social media handling.
- Knowledge of office administration and record management.
- Experience in event coordination shall be preferred.

Roles & Responsibilities

The selected candidate shall:

- Provide secretarial assistance to the DPIIT IPR Chair.
- Draft official letters, notices, certificates and correspondence.
- Maintain office records, files and documentation.
- Coordinate meetings and maintain schedules and handle official email communications.
- Assist in organizing seminars, conferences, workshops and training programmes.
- Prepare certificates, brochures, posters, publicity material and maintain stock registers and office records.
- Process bills, reimbursements and administrative documentation.
- Ensure confidentiality of official records.
- Perform any other work assigned by the DPIIT IPR Chair.

Age Limit

- 21-40 Years at the time of the application

Remuneration:

As per the Amended Scheme for Pedagogy & Research in IPRs for Holistic Education & Academia (SPRIHA) i.e. **15,000/- per month.**

Interested applicants are required to submit scanned copies of the following documents and their CV at: iprchair@nlunagpur.ac.in

- CV
- Aadhar card/Identity Proof
- 10th / 12th mark sheet
- All Mark sheets of graduation degree
- Certification of any Computer Knowledge

Note: The salary remains fixed until amended in accordance with SPRIHA norms, and no increments will be granted before such revision.

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 and subject to the approval of the DPIIT IPR CHAIR.
2. The appointments are purely contractual and temporary and shall not confer any right for permanent appointment.
3. The appointment shall initially be for one year, extendable depending upon performance and continuation of the DPIIT IPR Chair.
4. 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.
5. Candidates shall bring two sets of photocopies with original documents at the time of interview for the purpose of verification of documents.
6. 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.
7. Mere fulfilment of eligibility conditions shall not entitle a candidate to be called for interview.
8. The University reserves the right to shortlist candidates.
9. No TA/DA shall be paid for attending the interview.
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.

12. Canvassing directly or indirectly will be a disqualification.
13. 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.
14. 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.
15. 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. The shortlisted candidates will be intimated regarding the interview schedule and other processes.
16. 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.
17. 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.
18. Submit following documents on the email:
 - CV
 - Documents related to 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.
 - Certificate/s of teaching/ administrative experience issued by the competent Authority.
 - Documents related to 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.
 - Birth / SSC certificate or other Government document as a proof of date of birth.

Last Date of Application: August 26, 2026 (Wednesday) by 05:00 PM.

Contact No.: 9764127500; 8130034162 For further details, please visit university website:

<https://www.nlunagpur.ac.in/index.php>

Maharashtra National Law University, Nagpur
Waranga, PO: Dongargaon (Butibori),
Nagpur – 441 108

Sd/-

Registrar