



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

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

RN-26 / April 25, 2026

Maharashtra National Law University, Nagpur invites applications for the following Contractual Positions as mentioned in Serial Number 1,2,3 and Expression of Interest for hiring of services as mentioned in the serial number 4 and 5 in the following table:

| Serial Number | Position | Number of Positions | Application Fee |
|---------------|---|---------------------|--|
| 1. | System Administrator Contractual-Consolidated Pay: Rs. 60,000/- per month (Inclusive of EPF Contribution of Employer and Employee, if applicable). | 1 (UR) | Rs.1,500/- + GST Rs. 270/- = 1,770/- For Unreserved Candidates. Rs.1,000/- + GST Rs. 180/- = 1,180/- For Reserved and Specially abled Candidates. |
| 2. | Junior Administrative Assistant Contractual-Consolidated Pay: Rs. 30,000/- per month (Inclusive of EPF Contribution of Employer and Employee, if applicable). | 1 (UR) | Rs.1,500/- + GST Rs. 270/- = 1,770/- For Unreserved Candidates. Rs.1,000/- + GST Rs. 180/- = 1,180/- For Reserved and Specially abled Candidates. |
| 3. | Junior Engineer (Electrical) Contractual-Consolidated Pay: Rs. 50,000/- per month (Inclusive of EPF Contribution of Employer and Employee, if applicable). | 1 (UR) | Rs.1,500/- + GST Rs. 270/- = 1,770/- For Unreserved Candidates. Rs.1,000/- + GST Rs. 180/- = 1,180/- For Reserved and Specially abled Candidates. |
| 4. | Medical Officer Honorarium: Rs. 50,000/- per month | 3 | Rs.1,500/- + GST Rs. 270/- = 1,770/- For Unreserved Candidates. Rs.1,000/- + GST Rs. 180/- = 1,180/- For Reserved and Specially abled Candidates. |
| 5. | Psychologist-cum-Counsellor Honorarium: Rs. 50,000/- per month | 1 | Rs.1,500/- + GST Rs. 270/- = 1,770/- For Unreserved Candidates. Rs.1,000/- + GST Rs. 180/- = 1,180/- For Reserved and Specially abled Candidates. |

Duly filled-in applications must reach the University **on or before 15.05.2026 (Friday) till 5:00 p.m..** For further details, i.e., minimum qualifications, experience and application form please visit University website <www.nlunagpur.ac.in>

POSITION-SPECIFIC ELIGIBILITY AND OTHER CONDITIONS

(1) System Administrator- (UR-1)

(Contractual-Consolidated Pay: Rs. 60,000/- per month Inclusive of EPF Contribution of Employer and Employee, if applicable)

(1) Qualifications:

(a) A Bachelor's Degree in Computer Science and Engineering/ Information/Technology/Electronics/Electronics and Instrumentation/ Electronic Communication from a recognized University/institution with at least 60% marks or its equivalent grade.

(b) A minimum of five years of experience in the software Industry/IT Department/EDP Department of reputed organisation having knowledge of database handling, coding, software testing. Preference will be given to the candidates having experience in ASP, NET, Java, Oracle, SQL, Crystal Report etc.

(2) Age : The candidate's age must not be less than 18 years. For the candidates of unreserved category, the age must not be more than 38 years. For the candidates of SC, ST, NT/DT, OBC, and SBC categories, the age must not be more than 43 years. There is no age limit for those who are already in service in the relevant post.

(3) Role and Responsibilities

1. System Administrator shall be responsible for overall working and maintenance of the University website, networking, enterprise resource planning (ERP) modules, servers of the University.
2. He shall ensure backup of all important files routinely.
3. He shall maintain necessary documentation.
4. He shall ensure the integrity and security of the network, data, databases, website and ERP and other IT equipment, application and software.
5. He shall ensure compliance with regulatory mechanism regarding data protection.
6. He shall manage user accounts, permissions, access rights and storage allocation in accordance with best-practices regarding privacy, security, and regulatory compliance.

7. He shall anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices.
8. He shall conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.
9. He shall recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
10. He shall be responsible for installation, configuration, and maintenance of network routers and firewall(s).
11. He shall be responsible for installation, configuration, and maintenance of the VOIP phone system.
12. He shall be responsible for installation, configuration, and maintenance of application and storage servers for systems including library, LMS, document imaging, and ERP.
13. He shall ensure Installation and configuration of network hubs and switches.
14. He shall monitor all systems for performance and misuse; reports misuse to the Vice-Chancellor.
15. It shall be mandatory to reside in the campus, if and whenever the university offers accommodation.

(4) Mode of Appointment

The appointment shall be contractual, for a period of 11 months and extendable up to Three years at the discretion of the university.

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(2) Junior Administrative Assistant-(UR-1)

**(Contractual-Consolidated Pay: Rs. 30,000/- per month Inclusive of EPF
Contribution of Employer and Employee, if applicable)**

(1) Qualifications

- (a) A Bachelor's Degree in any discipline from a recognized university;
- (b) Proficiency in English, Hindi and/or Marathi languages, and in Computer as prescribed from time to time.

(2) Age: The candidate's age must not be less than 18 years. For the candidates of unreserved category, the age must not be more than 38 years. For the candidates of SC, ST, NT/DT, OBC, and SBC categories, the age must not be more than 43 years. There is no age limit for those who are already in service in the relevant post.

(3) Role and Responsibilities

1. He shall work under the general superintendence and control of the Office or department where he is working and also the Senior Administrative Assistant.
2. He shall abide by all orders and instructions of the concerned office, department and the University, as may be issued from time to time.
3. He shall perform all office work including but not limited to maintenance of the office, record keeping, typing, preparation of reports etc.
4. He shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality of the office to which he is attached.
5. He shall display honesty, sincerity and integrity in the performance of his duties.
6. He shall not indulge in any unwarranted, illegal, immoral and/or unethical activities unbecoming of an employee of the University.
7. It shall be mandatory to reside in the campus, if and whenever the university offers accommodation.

(4) Mode of Appointment

The appointment shall be contractual, for a period of 11 months and extendable up to Three years at the discretion of the university.

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(3) Junior Engineer (Electrical)-(UR-1)

(Contractual-Consolidated Pay: Rs. 50,000/- per month Inclusive of EPF Contribution of Employer and Employee, if applicable)

(1) Qualifications

- (a) A Bachelor's Degree in Electrical Engineering from a recognized University/Institution with at least 60% marks or its equivalent grade.

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

OR

(c) Five years of experience as Junior Engineer or retired engineers from government department/s having experience in the field.

(2) Age : The candidate's age must not be less than 18 years. For the candidates of unreserved category, the age must not be more than 38 years. For the candidates of SC, ST, NT/DT, OBC, and SBC categories, the age must not be more than 43 years. There is no age limit for those who are already in service in the relevant post.

(3) Role and Responsibilities

- Junior Engineer shall work under the supervision and control of University Engineer.
- He shall be responsible for the implementation of the plan in respect of electrical department in the constructions, repairs, renovation and for maintenance of electrical facilities in consultation with the Registrar and Vice-Chancellor.
- He shall be responsible for undertaking, overseeing, and reviewing the work of relevant engineering departments.
- He shall identify, investigate, and analyse complex engineering problems and report the same to the University Engineer from time to time.
- He shall assist the University Engineer in the performance of his duties.
- He shall prepare records and submit periodic reports to the University Engineer, as may be required from time to time.
- It shall be mandatory to reside in the campus, if and whenever the university offers accommodation.

(4) Mode of Appointment

The appointment shall be contractual, for a period of 11 months and extendable up to Three years at the discretion of the university.

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(4) Medical Officer (Honorarium-Rs. 50,000/- per month):

(1) Qualifications

- (a) A MBBS Degree or any other equivalent qualification from a recognised medical institution;
- (b) At least two years of experience as medical practitioner excluding duration of internship; and
- (c) He should have his name enrolled in the National Register or State Register, as the case may be, maintained under the National Medical Commission Act, 2019 or any law for the time being in force.

Provided that a person who has been registered in the Indian Medical Register maintained under the Indian Medical Council Act, 1956 shall also be eligible.

(2) Role and Responsibilities

- The post of Medical Officer shall be of a clinical nature.
- Medical Officer shall:
 - (a) Ensure adequate and high-quality medical services;
 - (b) Promote equitable healthcare;
 - (c) Encourage community health perspective; and
 - (d) Make services as a medical professional accessible to all the students and staff of the university.
- He shall ensure honest, truthful, and fair record-keeping in consonance with high professional standards and ensure integrity of the records.
- He shall maintain confidentiality of the unpublished official records.
- He shall ensure compliance with regulatory and statutory norms, as may be in force from time to time.
- He shall render Three hours' service for Three days every week, at the Campus or extended hostel at Dongargaon, as per the requirements of the University.

(3) Mode of Appointment

The Hiring of services is only for a period of 11 months and extendable up to Three years at the discretion of the university.

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(4) Psychologist-cum-Counsellor (Honorarium Rs. 50,000/- per month):

(1) Qualifications

- (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/or Marathi languages and in Computer as prescribed from time to time.

(2) Role and Responsibilities

- He shall make himself available at all hours for dealing with mental and psychological health care emergencies.
- He shall provide counselling regarding mental health and psychological well-being to the faculty, staff, and students, as may be required from time to time.
- He shall advise the Vice-Chancellor for ensuring the psychological well-being of the faculty, staff and students.
- He shall maintain utmost confidentiality in consonance with medical and professional ethics with regard to the psychological issues of faculty, staff, and students.
- He shall arrange workshops, training programmes and other activities to ensure the psychological and mental well-being of faculty, staff, and students.

(3) Mode of Appointment

The Hiring of services is only for a period of 11 months and extendable up to Three years at the discretion of the university.

(4) Nature of Appointment

- The candidate shall render Three hours service daily for Four days of every week at the University campus as well as at the extended campus -Dongargao premises. *
- The timings for extended campus will be from 5 pm to 8 pm., which may be modified as per the requirement of the University.
- The timings for university campus will be from 3 pm to 6 pm., which may be modified as per the requirement of the University.

* The work timings and selection of days of week will be solely at the discretion of the University.

6. He shall not indulge in any unwarranted, illegal, immoral and/or unethical activities unbecoming of an employee of the University.

7. It shall be mandatory to reside in the campus, if and whenever the university offers accommodation.

(4) Mode of Appointment

The appointment shall be contractual, for a period of 11 months and extendable up to Three years at the discretion of the university.

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GENERAL CONDITIONS

1. **Applicants must apply in 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 **Deputy Registrar (Establishment), 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 on or before the last date.
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.
6. Stringent criteria including Written Test / Demo Lecture may be applied for short-listing the candidates to be called for interview.
7. The University reserves the right to relax any requirements of experience 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. The hard copy of the application form duly filled in the prescribed form must be dispatched 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 by e-mail as mentioned in Clause 4 followed by the original application through proper channel.
17. Candidates shall have to produce original documents at the time of appearing for Interview.
18. **Incomplete applications** or applications 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://onlinesbi.sbi.bank.in/sbicollect/> or by Demand Draft drawn from a Nationalized Bank in favour of “**Registrar, MNLU, Nagpur**” payable at Nagpur. The online receipt of fees paid through SBI Collect shall be enclosed with the application form. And in case of Demand Draft, the same shall be enclosed with the application form. A candidate is requested to write his / her name, advertisement number and the serial number of the post behind the Demand Draft. 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 :

**To,
Deputy Registrar (Establishment),
Maharashtra National Law University, Nagpur,
Near Village Waranga, PO: Dongargaon (Butibori),
Nagpur – 441108 [Maharashtra]**

Sd/- Registrar

