

## MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

### Programme: *Vidhi Sanjeevani*

Maharashtra National Law University, Nagpur (“the University”), through its programme *Vidhi Sanjeevani*, proposes to recruit staff members for the implementation of the programme. *Vidhi Sanjeevani* is an intervention initiative of the University aimed at enhancing access to justice and promoting legal awareness in the Vidarbha region of Maharashtra. The positions under the programme are self-funded and supported through financial assistance from an external funding agency, and appointments shall be made on a contractual basis.

The overarching objective of the programme is to strengthen the legal ecosystem by building the capacity of advocates through continuing legal education and by providing structured legal aid services in prisons, particularly in Amravati district. The programme seeks to create a sustainable cadre of trained advocates and student volunteers, improve the quality and timeliness of legal assistance, and address systemic challenges faced by undertrial prisoners and women inmates.

The programme operates through the following two components:

#### **Component I- Continuing Legal Education (CLE)**

Under this component, district-wise workshops will be conducted for the advocates from marginalized communities on recent legal developments, trial advocacy skills, and victim-centric approaches to justice. Special focus will be placed on women advocates through dedicated workshops addressing gender-specific challenges within the legal profession. Resource materials summarising key legal developments will be disseminated, and structured mentorship and peer-learning groups will be facilitated to ensure sustained professional engagement.

For the purpose of the Continuing Legal Education programme, the identified districts are Nagpur, Wardha, Gadchiroli, Amravati, and Yavatmal.

#### **Component II- Prisons, Courts and Legal Aid (PCLA)**

This component aims to provide legal representation, counselling, and legal rights education to inmates of Amravati Central Prison and Morshi Open Jail, with particular emphasis on women prisoners. The programme will assist inmates in filing bail applications, parole applications, appeals, and other appropriate legal remedies. It will also involve sensitisation and capacity-building of prison staff regarding inmates’ legal rights, in coordination with the Legal Services Authorities.

**Accordingly, Maharashtra National Law University, Nagpur invites applications for the following posts on a contractual basis:**

Sr. No.	Position	Minimum Qualification(s)	Remuneration	Number of Position(s)
<b>Programme Staff (for Nagpur/Amravati)</b>				
1.	Programme Manager (Continuing	<ul style="list-style-type: none"><li>Graduate in Law with at least 55% marks or equivalent grade for Un-Reserved candidates</li></ul>	INR 40,000-50,000/- per month based on experience.	01

	Legal Education)	<p>and 50% marks or equivalent grade for candidates belonging to SC, ST or OBC categories;</p> <ul style="list-style-type: none"> <li>• 1-3 years of experience in working on similar programmes/projects;</li> <li>• Computer proficiency for programme planning, reporting and coordination.</li> </ul>		
2.	Programme Manager (Prisons, Courts and Legal Aid)	<ul style="list-style-type: none"> <li>• Graduate in Law with at least 55% marks or equivalent grade for Un-Reserved candidates and 50% marks or equivalent grade for candidates belonging to SC, ST or OBC categories;</li> <li>• 1-3 years of experience in working on similar programmes/projects;</li> <li>• Computer proficiency, including reporting, coordination and monitoring tools.</li> </ul>	INR 40,000-50,000/- per month based on experience.	01
<b>Staff for Prisons, Courts and Legal Aid (for Nagpur/Amravati)</b>				
3.	Legal Fellow	<ul style="list-style-type: none"> <li>• Graduation in Law (LL.B.) from a recognized university;</li> <li>• 2-5 years of experience in criminal litigation, particularly representing accused persons before Sessions Courts and/or High Courts, with experience in bail matters;</li> <li>• Must be a registered member of the Bar in Maharashtra, holding a valid license and continuous legal practice.</li> <li>• Experience of working with Legal Services</li> </ul>	INR 30,000-40,000/- per month based on experience.	02

		<p>Authorities or prison-related legal aid programmes preferred;</p> <ul style="list-style-type: none"> <li>• Computer proficiency for legal drafting and documentation.</li> </ul>		
4.	Social Worker	<ul style="list-style-type: none"> <li>• Post-graduate degree in Social Work (M.A./MSW) from a recognized university;</li> <li>• Minimum 1-2 years of field experience; experience in prisons, legal aid, marginalised communities or criminal justice settings preferred;</li> <li>• Computer proficiency for case documentation and reporting.</li> </ul>	INR 20,000-30,000/- per month based on experience.	01
5.	Counsellor	<ul style="list-style-type: none"> <li>• Post-graduate degree in Psychology (M.A. in Psychology) from a recognized university;</li> <li>• Minimum 1-2 years of counselling experience; experience with trauma, incarceration, women or vulnerable populations preferred;</li> <li>• Computer proficiency for maintaining confidential records and reports.</li> </ul>	INR 20,000-30,000/- per month based on experience.	01

**Staff for the programme (at Nagpur)**

Sr. No.	Position	Minimum Qualification(s)	Remuneration	Number of Position(s)
<b>Programme Staff (for Nagpur)</b>				
6.	Documentation Officer	<ul style="list-style-type: none"> <li>• Graduate in any discipline from a recognized university;</li> <li>• Minimum 2 years of experience in</li> </ul>	INR 20,000-30,000/- per month based on experience.	01

		<p>documentation, reporting, record management or administrative work in a University/Central or State Government organization/educational institution;</p> <ul style="list-style-type: none"> <li>• Computer proficiency, including MS Office, document management and basic data handling.</li> </ul>		
7.	Junior Administrative Officer	<ul style="list-style-type: none"> <li>• Graduate in any discipline from a recognized university;</li> <li>• Minimum 2 years of experience in administrative coordination, office management or programme support in a University/Central or State Government organization/educational institution;</li> <li>• Computer proficiency, including office software, email communication and basic coordination tools.</li> </ul>	INR 20,000-30,000/- per month based on experience.	01
8.	Office Attendant	<ul style="list-style-type: none"> <li>• Passed 10th Standard or equivalent from a recognized board;</li> <li>• Minimum 1-2 years of experience in office support/attendant duties in a University, Government office or educational institution.</li> </ul>	INR 10,000-20,000/- per month based on experience.	01

**Nature of Appointment:** All appointments under the *Vidhi Sanjeevani* programme shall be contractual in nature, initially for a period of one (1) year and may be extended up to a maximum period of three (03) years, subject to satisfactory performance, programme requirements, availability of funds, and the discretion of the University.

## **Roles and Responsibilities**

### **1. Documentation Officer**

- Maintain systematic documentation of programme activities, workshops of Continuing Legal Education (CLE), prison interventions and legal aid work;
- Prepare periodic reports, activity briefs and outcome documentation as required by the University and funding agency;
- Assist in compiling data, photographs, and supporting documents;
- Coordinate with Programme Managers (CLE and Prisons, Courts and Legal Aid) for timely submission of reports;
- Maintain digital and physical records in an organized and retrievable manner;

### **2. Junior Administrative Officer**

- Provide administrative support to programme operations for CLE and Prisons, Courts and Legal Aid at Nagpur;
- Coordinate logistics for workshops, meetings, prison visits and training programmes;
- Assist in correspondence with stakeholders including prisons, courts, legal services authorities and resource persons;
- Maintain office records, files and communication registers;
- Support Programme Managers in scheduling, coordination and compliance-related tasks;
- Liaise with University offices as required.

### **3. Office Attendant**

- Provide routine office support including file movement, office upkeep and assistance during events;
- Assist in arranging meeting rooms, workshops and programme organisation;
- Handle office errands, dispatch and receipt of documents;
- Support administrative staff in day-to-day office functioning;
- Maintain cleanliness and order in the programme office space.

### **4. Legal Fellow**

- Provide legal representation and assistance to inmates in Amravati Central Prison and Morshi Open Jail;
- Draft and file bail applications, parole applications, appeals and other appropriate legal remedies;
- Conduct legal counselling sessions for prisoners, with special focus on undertrial prisoners and women inmates;
- Coordinate with prison authorities, courts and Legal Services Authorities;
- Maintain case records, follow-ups and outcome tracking;
- Mentor student volunteers engaged in legal aid activities.

### **5. Social Worker**

- Conduct regular prison visits (thrice a week or more, as required) and undertake assessments of inmates and their family circumstances;
- Facilitate legal awareness and rights-based sessions within prisons;
- Act as a liaison between prisoners, families, legal fellows and prison authorities;

- Support rehabilitation-oriented interventions where feasible;
- Maintain case notes, social history reports and follow-up documentation;
- Assist in identifying vulnerable prisoners requiring special attention.

#### **6. Counsellor**

- Provide psychological counselling and emotional support to inmates, especially women prisoners;
- Address issues related to trauma, stress, mental health and incarceration-related challenges;
- Work closely with Legal Fellows and Social Worker for holistic intervention;
- Maintain confidential counselling records and periodic summaries;
- Conduct group counselling or awareness sessions where appropriate;
- Assist in sensitisation programmes for prison staff, if required.

#### **7. Programme Manager (Prisons, Courts and Legal Aid)**

- Overall coordination and supervision of prison-based legal aid and intervention activities;
- Ensure smooth functioning of Legal Fellows, Social Worker and Counsellor;
- Liaise with prison authorities, Legal Services Authorities and courts;
- Monitor programme implementation, timelines and deliverables;
- Prepare consolidated reports for the University and funding agency;
- Ensure compliance with programme objectives and ethical standards.

#### **8. Programme Manager (Continuous Legal Education)**

- Plan, coordinate and oversee district-wise CLE workshops and training programmes;
- Identify themes, resource persons and target groups for CLE activities;
- Coordinate logistics, scheduling and documentation of CLE events;
- Facilitate development and dissemination of training materials;
- Monitor participation, feedback and programme impact;
- Prepare periodic reports and coordinate with university authorities.

### **APPLICATION DEADLINE**

The last date for receiving the hard copy of the duly filled-in application is March 31, 2026.

### **APPLICATION FEE**

The application fee for each post is given in the table below. Candidates applying for multiple posts must pay the fee separately for each post.

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Application fee for Unreserved Candidates</b>	<b>Application fee for candidates belonging to SC, ST and OBC categories</b>
1.	Programme Manager	INR 1000	INR 750
2.	Legal Fellow	INR 1000	INR 750
3.	Social Worker	INR 750	INR 500
4.	Counsellor	INR 750	INR 500
5.	Documentation Officer	INR 750	INR 500

6.	Junior Administrative Officer	INR 750	INR 500
7.	Office Attendant	INR 750	INR 500

### **FEE PAYMENT LINK**

The link for the payment of fee is given below:

<https://onlinesbi.sbi.bank.in/sbicollect/>

### **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 not be considered. 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. Duly filled in application form with duly attested photo copies of all relevant documents should be sent to Prof. (Dr.) Shilpa Jain, Programme Director, *Vidhi Sanjeevani*, Maharashtra National Law University, Nagpur, Waranga, PO: Dongargaon (Butibori), Nagpur- 441108, Maharashtra.
3. The envelope should be super-scribed as “Application for the post of <--name of the post, *Vidhi Sanjeevani*>”.
4. E-mail address of the applicant (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 duly filled-in application form to [vidhi.sanjeevani@nlunagpur.ac.in](mailto:vidhi.sanjeevani@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.
7. The University reserves the right to relax any requirements of experience for meritorious 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 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.
14. The hard copy of the application form duly filled in the prescribed form must reach the Office of the Project Director on or before the last date at the under-mentioned address. Applications received after last date shall not be included in the selection process.
15. Candidates shall have to produce original documents at the time of verification of documents before appearing for the interview.
16. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will not be considered.
17. Application fee shall be paid only through the Bank link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm> The online receipt of fee 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.
18. The decision of the University authorities at all stages of the selection process will be final and binding.
19. Selected candidates will not be considered employees of the University; they will be engaged exclusively for the purpose of the concerned programme.

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