

The Following Post is Hereby Issued in the Advertisement Published in the Times of India & Maharashtra Times (Marathi) On 15/04/2025



**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 Annual Contractual basis:

Sl. No.	Name of the Post	No. of posts and category
1	Statistician Cum Operator	1 (open to all)
2	Senior Warden (Female)	1 (open to all)
3	Senior Warden (Male)	1 (open to all)
4	Administrative Assistant	6 (open to all)
5	Library Assistant	1 (open to all)
6	Account Assistant	4 (open to all)
7	Multi-Task Staff (MTS) with Driving Skills	2 (open to all)
8	Hostel Caretaker (Female)	1 (open to all)
9	Hostel Caretaker (Male)	1 (open to all)
10	Multi-Task Staff (MTS)	6 (open to all)

- Submission of application on-line: by 25.04.2025 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 - 400 076 (Maharashtra) positively, by 5:00 pm on or before 29.04.2025. 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](http://www.mnlumumbai.edu.in)

Dated: 15th April, 2025

DGIPR/2025-2026/181

Sd/-  
Registrar I/c

Sr. No.	Post Name	Qualification
1.	<p><b>Statistician Cum Operator – (01 Post – Open category)</b></p> <p><b>Experience</b> - Minimum of 1-3 years' experience in data analysis, statistical reporting, or a related role.</p> <p><b>Age Limit:</b> 18 Yrs. to 32 Yrs.</p> <p><b>Salary:</b> 50,000/-</p>	<p><b>Essential Qualification:</b> M.Sc. Statistics</p> <p><b>Desirable Qualification:</b> Certification /Diploma in Data Analysis, Statistical Tools, or Computer Applications. Knowledge of software like SPSS, R, STATA, SAS, MS Excel, or other statistical tools.</p>
2.	<p><b>Senior Warden (Female - 01 Post ) (Male - 01 Post ) - Open category</b></p> <p><b>Salary:</b> 50,000/- (Consolidated)</p> <p><b>Nature of Duty Hours:</b> Full Time (Residential Services)</p>	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>i) Graduation from a recognized University.</li> <li>ii) Working knowledge of computer.</li> <li>iii) Proficiency in English language including communication skills.</li> </ul> <p><b>Desirable Qualifications:</b></p> <ul style="list-style-type: none"> <li>i) A diploma or certificate of minimum 6 months in Housekeeping/Home Science or any other relevant subject from a recognised educational institute.</li> <li>ii) Knowledge of Bookkeeping to maintain; a). Stock Registers b) Basic computer knowledge c) Maintenance of registers; d) Attendance registers of students e) Handling hostel staff and domestic helper.</li> <li>iii) Post-Graduation in any stream iv) Minimum Three years' experience in similar field/area (a certificate to this effect as proof of the same should be submitted).</li> </ul>

<p>3</p>	<p><b>Administrative Assistant –</b> <b>(06 Posts Open category)</b></p> <p><b>Age Limit:</b> 18 Yrs. to 32 Yrs.</p> <p><b>Salary:</b> 25,000/- to 32,000/-</p>	<p><b>Essential Qualification:</b> Graduation in any stream.</p> <p><b>Desirable Qualification:</b></p> <p>i) Master’s degree (MBA, M. Com, or equivalent) in a relevant discipline. ii) English Typing 30wpm. iii) Marathi Typing 30wpm. iv) Minimum of 1-3 years’ experience</p>
<p>4</p>	<p><b>Library Assistant:</b> <b>(Male: 01 Post Open category)</b></p> <p><b>Experience</b> - At least (02) two year’s post qualification experience in handling the records/catalog/Journals/Books/e Books in the Library of Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution.</p> <p><b>Age Limit:</b> 18 Yrs. to 32 Yrs.</p> <p><b>Salary:</b> 25,000/- to 32,000/-</p>	<p><b>Essential Qualification:</b> Bachelor’s degree in Library &amp; Information Science or equivalent from a recognized University.</p> <p><b>Desirable Qualification:</b></p> <p>i) Typing speed of minimum 30 WPM in English. ii) Knowledge of Computer Applications. Library Automation and Koha - Library Managements Software, and Other Library related ICT applications.</p>
<p>5</p>	<p><b>Account Assistant</b> <b>(04 Post Open category)</b></p> <p><b>Age Limit:</b> 18 Yrs. to 32 Yrs.</p> <p><b>Salary:</b> 25,000/- to 32,000/-</p>	<p><b>Essential Qualification:</b> Bachelor's Degree in Commerce (B.Com)</p> <p><b>Desirable Qualification:</b></p> <p>i) M. Com ii) English Typing 30wpm. iii) Minimum 2-5 years of experience iv) experience in the Purchase and Procurement v) Tally knowledge and work experience</p>

<p>6</p>	<p><b>Multi-task Staff with Driving Skills</b> <b>(2 Posts Open category)</b></p> <p><b>Salary:</b> 25,000/- (Consolidated)</p>	<p><b>Essential Qualification:</b> i) 10 + 2 Class Pass. ii) Driving Skill (Four-Wheeler Light Vehicle Driving License)</p> <p><b>Desirable Qualifications:</b> i) Working knowledge of computer ii) Minimum of 1-3 years' experience</p>
<p>7</p>	<p><b>Hostel Caretaker</b> <b>(Female - 01 Post) (Male - 01 Post)</b></p> <p><b>Salary:</b> 23,000/- (Consolidated)</p> <p><b>Nature of Duty Hours:</b> Full Time (Residential Service)</p>	<p><b>Essential Qualification:</b> 10 + 2 Class Pass</p> <p><b>Desirable Qualifications:</b> i) Working Knowledge of Computer ii) A diploma or certificate of minimum 6 months in Housekeeping/Home Science or any other relevant subject from a recognised educational institute. iii) One years' experience in similar field/area (a certificate to this effect as proof of the same should be submitted) iv) Driving Skill with License and experience (for male candidate)</p>
<p>8</p>	<p><b>Multi-task Staff</b> <b>(6 Posts Open category)</b></p> <p><b>Salary:</b> 25,000/- (Consolidated) <b>Age Limit:</b> 18 Yrs. to 32 Yrs.</p>	<p><b>Essential Qualification:</b> 10 + 2 Class Pass.</p> <p><b>Desirable Qualifications:</b> i) Working knowledge of computer. ii) Two years' experience in similar field/area (a certificate to this effect as proof of the same should be submitted)</p>

## **Note:**

1. The MNLU Mumbai reserves the right to call a limited number of candidates in case the number of applicants is large.
2. The MNLU Mumbai reserves the right to call back this advertisement if needed.
3. Shortlisting and interview of candidate is not confirmation of selection.
4. The appointment is for a period of one year. Extension of the present contract may be done from time to time, depending upon the candidate's performance and /or requirement of the university.
5. The last date for the Online application submission is **25.04.2025** and hard copy of application must be reach to the University on or before **29.04.2025**.
6. The application fees of Rs. 1000 /- for General Category and Rs.500/- for the candidates belonging to the reserved categories shall be paid through online mode. Application Fee will not be refundable.
7. The print out of the Application along with payment receipt (UTR no.) and other relevant documents mentioned in Clause 11 below, shall be submitted in a sealed envelope, in person or by Post, and shall reach before 5:00 pm on **29.04.2025**, on the following address: "Registrar, Maharashtra National Law University Mumbai, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai – 400 076 (Maharashtra). Tel. no. 022- 25703188.
8. The envelope shall be super-scribed as "**Application for the post of <--name of the post -->**".
9. 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.
10. Candidates shall affix a passport size photo on the application.
11. 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, (both side photocopies of the Statement of Marks), other certificates of the relevant examinations and any other certificates relating to the educational qualifications.
  - ii) Certificate/s of experience issued by the Competent Authority.
  - iii) Birth / SSC certificate or other Government document as a proof of date of birth.

## 12. Selection Process

- i) Candidates will be called for Written / Skill Test or Interview or both, as per the discretion of the University.
- ii) Candidates shall bring original documents at the time of interview for the purpose of verification of documents.
- iii) Candidates called for interview will have to remain present at their own expenses.
- iv) For any updates regarding test / interview, 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 only.

The candidates are advised to fill up the details on the Google link provided below and print out of the same is to be submitted along with the application form.

## Google Link:

<https://forms.gle/i4jheswnA7EDb9756> For

inquiries, and submission of application please contact: [recruitment2025@mnlumumbai.edu.in](mailto:recruitment2025@mnlumumbai.edu.in)