



MAHARASHTRA NATIONAL LAW UNIVERSITY, AURANGABAD
~ the cradle of future jurists ~

Govt. B.Ed.College Campus, Padampura, Aurangabad-431005

Ref. MNLUA/ ADVT. / 394 / 2018

Date: 19 / 05 / 2018

EMPLOYMENT NOTICE

University invites applications from qualified, competent and committed candidates on consolidated basis for the posts of Assistant Registrar (Examinations), Administrative Officer, PA/Stenographer (Higher Grade), Teaching Assistant in Economics and Teaching Assistant in Political Science. *The application in the prescribed format should reach our office on or before 04.06.2018 by 5:00 PM.* For details kindly visit www.mnlua.ac.in


Prof. V.R.C. Krishnaiah
Registrar In-Charge

Prof. V.R.C. Krishnaiah
M.L.Ph.D.
Registrar Incharge

Maharashtra National Law University,
Aurangabad.



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APPLICATION FORM FOR THE POST OF _____

**PASTE
LATEST
PHOTO
HERE**

1. Name : _____

(In capitals)

2. Date of Birth : Day : _____ Month : _____ Year : _____

3. Nationality : _____

4. Do you belong to any special category? Yes / No
(If yes indicate)

5. Gender: Male/ Female

6. Address for Correspondence:

PIN: _____

Phone Number/ Mobile No: _____ E-mail: _____

7. Educational Qualifications (from Bachelor's Degree onwards) :

Degree / Diploma	Year	University / Institution	Percentage of Marks	Class	Specialization, if any



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8. Whether you possess Ph.D. / NET/SLET/SET. : Yes / No
(If yes indicate)

9. Your employment detail record (start from the current position):
(Use separate sheet, if necessary)

Organization	Designation	Responsibilities	Dates		Salary details
			From	To	

10. As on the date of application, for how many years have you been teaching?

on regular basis : _____ Years _____ Months

on contract/consolidated pay basis : _____ Years _____ Months

11. Details of your teaching experience: Please list the courses or modules taught by you during last three academic years.

Course	UG	PG



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12. Status of your present employment is regular (permanent) / part time /visiting:

13. Please list research projects that you have undertaken (completed or on-going):

14. Conferences / Seminars / Workshops etc. attended & organized
(If necessary, use separate sheets)

15. Your publications (please use a separate sheet, if necessary) :

16. Please mention & enclose 03 (**three**) publications which you yourself consider as most important.

17. In case, you have received any awards or academic honours, please indicate.

18. Please provide names and addresses of two referees who can provide the University an objective assessment of your academic strengths and weaknesses, your potential as a teacher and researcher, and your character and personality.



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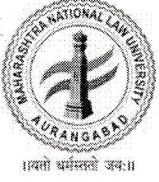
Reference No. 1	Reference No. 2
Ph :	Ph :
Email :	Email :

19. Any administrative experience at University level. If so describe nature of responsibilities handled.

20. What will be your positive contribution for the institutional growth of MNLU, Aurangabad if you are selected?

21. If selected, how much time would you need to join the University?

22. Any information you wish to supplement :



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DECLARATION

I _____ Age _____ Occupation _____
R/O _____,
do hereby declare that all the statements made above are true to the best of my knowledge and if any of the statement/s or any information stated above is found to be false appropriate action may be initiated. I will submit all relevant original documents, if I am selected.

Date: _____

Signature: _____

Place: _____

Enclosures:

1. D.D. No. _____ Date _____ Bank _____

2. Please paste your passport size coloured photograph

3. Self-attested photo copies of your testimonials

4.

5.

6.

7.

8.

9.

10.

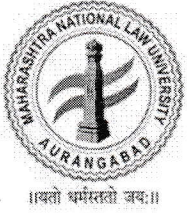
11.

12.

13.

14.

15.



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FURTHER DETAILS OF EMPLOYMENT NOTICE

Maharashtra National Law University Aurangabad is a premier Law University of India, established under the Maharashtra Act No.6 of 2014.

Applications are invited from eligible candidates in the *prescribed format* for filling up the following teaching posts.

(All the appointments to different posts of teaching employees shall be regulated as per UGC and the Maharashtra State Government Policy).

Sr. No.	Teaching Posts	No. of Posts
1.	Teaching Assistant In Economics	1
2.	Teaching Assistant In Political Science	1

Sr. No.	Non-Teaching Posts	No. of Posts
1.	Assistant Registrar (Examinations)	1
2.	Administrative Officer	1
3.	PA/Stenographer (Higher grade)	1

ELIGIBILITY NORMS:

1. Assistant Registrar (Examinations)

- Age: Below 45 years

Qualifications: Candidates must

- Possess a degree of Statutory University in Arts, Science, Commerce or Law and thereafter

- Possess supervisory experience for not less than 5 years in a post not below the rank of superintendent under Govt./ University and
- Possess adequate knowledge of Marathi/English so as to be able to speak, read and write.
- Preference will be given persons worked in examination branch in the University.
- Scale of Pay: Consolidated. Rs. 40,000/- p.m. (Rupees Forty Thousand Only).

2. Administrative Officer

- Age: Below 45 years
- Qualifications: M.B.A. (HR) or PG in HRM
- Experience: 10 years in reputed industry in relevant field as or teaching in a reputed institution.
- Scale of Pay: Consolidated. Rs.40,000/- p.m. (Rupees Forty Thousand Only).

3. PA/Stenographer (Higher grade)

- Age: Below 45 years
- Graduate from a recognized University.
- A speed of 120/50 wpm in shorthand and type writing respectively and with at least 7years experience as Stenographer/ PA in any reputed organization.
- Knowledge of English and Hindi is essential.

OR

- Graduate from a recognized University.
- Possess Government Commercial Certificates with the speed of not less than 120 wpm in English shorthand and not less than 40 wpm in English typewriting
- Preference will be given to candidate who is having knowledge of Marathi shorthand and typing.
- Scale of Pay: Consolidated. Rs.30,000/- p.m. (Rupees Thirty Thousand Only).

4. TEACHING ASSISTANT IN ECONOMICS AND TEACHING ASSISTANT IN POLITICAL SCIENCE

Academic Qualifications:

- Consistently good academic record with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University. (5% relaxation in case of SC/ST applicants).
- Besides fulfilling the above qualifications, the candidate with the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by UGC like SLET / SET of Maharashtra and Goa /and With Ph. D. in the same discipline will be given preference.
- Scale of Pay: Consolidated. Rs.45,000/- p.m. (Rupees Forty Five Thousand Only).

Note:

- All appointments are subject to rules and regulations made by the University/ Government of Maharashtra from time to time.


INSTRUCTIONS TO CANDIDATES

GENERAL

1. All appointments are subject to rules and regulations of the University/ Govt. of Maharashtra framed from time to time and subject to the approval of the Executive Council of the University.
2. MNLU, Aurangabad is an institution of excellence and medium of instruction is English and the applicants should have good command on English language.
3. Number of posts advertised is tentative and subject to change.
4. All the above posts initially be filled for two years on Consolidated Basis which may be extended / filled on regular basis after observing their performance found satisfactory.
5. Mere fulfilling the eligibility conditions does not confer right on the candidate to be called for interview by the Selection Committee. A duly-constituted Screening and Evaluation Committee (SEC) will verify all applications and short-list them, before calling the candidates for interview.
6. Individual API scores claimed by a candidate will be substantiated by the Screening and Evaluation Committee (SEC). UGC's scale and bench-mark shall be followed. Decision of the SEC in this regard shall be final and binding.
7. Persons working in other Institutions and Organizations shall furnish 'NO OBJECTION CERTIFICATE' from the present employer at the time of interview.
8. Reservation Policy of the Government of Maharashtra will be followed. Applicant belonging to SC/ST categories will be eligible for relaxation of qualifying marks to an extent of 5% and age relaxation as per Maharashtra Government policy.
9. No application fee is payable by applicants belonging to SC/ ST/ NT(A)/NT(B)/ NT(C) and NT(D) category and differently abled. Other applicants shall pay a non-refundable application fee of Rs 1000 (Rupees one thousand) per application in the form of Demand Draft of any Nationalized Bank drawn in favor of **MNLU, Aurangabad**.
10. MNLU Aurangabad is an equal opportunity employer. All things remaining the same, preference will be given to women / differently-abled candidates as per Maharashtra Govt. Policy.
11. No interim query shall be entertained.
12. Canvassing in any manner will summarily disqualify the candidate.
13. No TA / DA for appearing at the interview shall be paid to candidates.
14. Candidates called for interview shall appear in person before the Selection Committee on the appointed date and time. Request for rescheduling the interview will not be considered. No virtual mode of interview (Skype, Face Time, Video Conference etc.) will be permitted.

15. The University reserves the right to fill or not to fill any of the posts.
16. Applications shall be made in the prescribed format available at <http://www.mnlua.ac.in> only. Application made in any other manner shall not be considered. Candidates are requested to carefully go through the instructions before submitting their applications.
17. The application format is same for teaching posts and other posts. Candidates applying for the posts other than teaching should mention NA (Not Applicable) wherever it is not relevant.

The application in the prescribed format along with DD should reach the Registrar In-Charge, Maharashtra National Law University, Aurangabad, Govt. B.Ed. College Campus, Padampura, Aurangabad-431005 (Maharashtra) by 5:00 PM on or before 04.06.2018. University is not responsible for delays in delivery by the postal or courier services.


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