

MAHARASHTRA NATIONAL LAW UNIVERSITY,
JUDICIAL OFFICERS TRAINING INSTITUTE PREMISES,
 Near Ladies Club, C.P.Club Road, N A G P U R -440 001(M.S)
 Advertise No. 2016

Applications are invited from Qualified and Experienced persons for the following posts

Sr. No.	Name of the Post	Qualification, Experience, Age & Tenure
01	Private Secretary/ Stenographer (Unreserved -01)	<p>Pay Scale: 9300-34800 with GP 4400/- plus admissible allowances. Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges on aided posts. Retired persons, fulfilling the qualifications/experience and physically fit who have not completed age 65 years may apply.</p> <p>Qualifications and Experience: Must have passed ➤ S.S.C. Exams.(Graduate will be given preference) ➤ English and Marathi Shorthand 120 w.p.m. of Government Commercial Certificate Examination. ➤ English/Marathi Typewriting 40/50 w.p.m. of Govt. Commercial Certificate Examination. ➤ Computer MS-CIT. ➤ Minimum 3 years work experience as Higher Grade Stenographer English/Marathi. ➤ Must have command over Marathi/Hindi/English conversation. Be fluent speaking in English/Hindi/Marathi and must be computer savvy.</p>
02	Clerk cum Typist (4) (SC-01) (ST-01) Open 02	<p>Pay Scale: 5200-20200 with GP 2000/- plus admissible allowances. Age : Not less than 18 years and not more than 38 years of age (43 years for SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges on aided posts. Retired persons, fulfilling the qualifications/experience and physically fit who have not completed age 65 years may apply.</p> <p>Qualifications and Experience: Must have passed: ➤ Secondary School Certificate. ➤ Marathi Typewriting @ 30 w.p.m. of Govt. Commercial Certificate Exam. ➤ English Typewriting @ 40 w.p.m. of Govt. Commercial Certificate Exam. ➤ Graduate/Post Graduate/ English/Marathi Stenography knowing candidates shall be given preference. ➤ Must be fluent in speaking English, computer savvy and passed MS.CIT.</p>

03	Hostel Warden (Male) (Unreserved -01)	<p>Pay Scale: 9300-34800 with GP 4400/- plus admissible allowances. Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges on aided posts.</p> <p>Qualifications and Experience: <u>Must have passed/ possessed:</u></p> <ul style="list-style-type: none"> ➤ Degree/ Post Graduation Degree of Recognised University. ➤ Must have experience as a clerk or equivalent post/cadre in the same pay scale having administrative/official experience of 5 years. Or ➤ If the candidate is in service in any educational institute in Class-'C', must have experience of Administration/ Official for 5 years. ➤ Candidates having experience of working in Hostel shall be given preference if found fit.. ➤ Must be fluent in English, Marathi and Hindi, computer savvy and passed MS.CIT. ➤ Ex-Servicemen will be given preference.
04	Hostel Warden (Female) (Unreserved -01)	<p>Pay Scale: 9300-34800 with GP 4400/- plus admissible allowances. Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges on aided posts.</p> <p>Qualifications and Experience: <u>Must have passed/ possessed:</u></p> <ul style="list-style-type: none"> ➤ Degree/ Post Graduation Degree of Recognised University. ➤ Must have experience as a clerk or equivalent post in the same pay scale having administrative/official experience of 5 years. Or ➤ If the candidate is in service in any educational institute in Class-'C', must have experience of Administration/ Official for 5 years. ➤ Candidates having experience of working in Hostel shall be given preference if found fit. ➤ Must be fluent in English, computer savvy and passed MS.CIT examination. ➤ Ex Service women will be given preference.
05	Personal Assistant/ Higher Grade Stenographer (1) Unreserved.	<p>Pay Scale: 9300-34800 with GP 4400/- plus admissible allowances. Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only) There is no age limit to those who are already in service of the University or affiliated colleges on aided posts. Retired persons, fulfilling the qualifications/experience having age below 65 years can apply.</p>

		<p>Qualifications and Experience:</p> <p><u>Must have passed</u></p> <ul style="list-style-type: none"> ➤ S.S.C. Exams. (Graduate/ post graduate will be given preference) ➤ English and Marathi Shorthand 120 w.p.m. of Government Commercial Certificate Examination. ➤ English/Marathi Typewriting 40/50 w.p.m. of Govt. Commercial Certificate Examination. ➤ Computer MS-CIT. ➤ Minimum 3 years work experience as Higher Grade Stenographer English and Marathi. ➤ Must have command over Marathi/Hindi/English language. ➤ Must be fluent in speaking English, computer savvy and passed MS.CIT examination.
06	<p>Computer Operator (Unreserved-01)</p>	<p>On Contract Basis of Rs. 16000/- per month consolidated.</p> <ul style="list-style-type: none"> ➤ The candidate must possess a Degree in Computer Science or B.C.A. or M.C.A. having experience in information, communication and technology. ➤ The candidate must have experience to handle hardware and soft ware, LAN-WAN etc.
07	<p>Electrician (2) (SC-1) (Open 1)</p>	<p>On Contract basis of Rs. 16000/- per month consolidated.</p> <ul style="list-style-type: none"> ➤ The candidate must possess diploma in electrical from any recognised polytechnic or certificate from I.T.I. in Electrical Trade. ➤ The candidate must possess a certificate of passing of Supervisory competency examination of Govt. Of Maharashtra. ➤ The Candidate must have experience of installation of Transformer, High Tension and low tension and experience of 2 years working in the laboratory. ➤ The candidate must competent to repair electrical articles such as motor pumps, refrigerator, Fans, Geyser, Grinder, Mixer & Electrical fault repairs installation of cabling.
08	<p>Security Personnel -03 (SC-01) (Open-02)</p>	<p>On contract basis of Rs. 16000/- per month consolidated.</p> <p>Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only)</p> <p>Minimum S.S.C. passed. Higher qualification shall be preferred.</p> <p>Physical Fitness: Minimum Height 5.9' Healthy.</p> <p>Ex service personnel shall be preferred if found physically fit.</p>
9	<p>Plumber-02 (SC-01) (Open-01)</p>	<p>On contract basis of Rs. 10000/- per month consolidated.</p> <ul style="list-style-type: none"> ➤ Must have passed 8th standard, having experience in plumbing work. ➤ The candidate must possess a certificate issued by competent institute of Plumbing or I.T.I.
10	<p>Driver -02 (SC-01) (Open-01)</p>	<p>On contract basis of Rs. 16000/- per month consolidated.</p> <p>Minimum 10th class passed.</p> <p>Having valid vehicle permanent driving licence issued by Transport Officer for driving LMV/HMV/Transport</p> <p>Two years Driving experience.</p> <p>Should have Technical knowledge of Vehicle to get repair minor faults.</p> <p>English/Marathi/Hindi writing knowledge essential. Person speaking English and Hindi will be preferred.</p>

11	Photo Copier Machine operator (Unreserved-01)	<p>On contract basis of Rs. 10000/- per month consolidated.</p> <p>Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only)</p> <p>Minimum S.S.C. (Higher qualification will be preferred)</p> <p>Must have knowledge of operating all types of photocopying Machines for 3 years.</p> <p>Must have technical knowledge of photocopying machine.</p>
12	Peon -08 (SC-01, ST-01) VJ-(A),NT(B),(C),(D)-01, OBC-01 Open-04	<p>On contract basis of Rs. 10000/- per month consolidated.</p> <p>Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only)</p> <p>Minimum 8th std. passed (Higher qualification will be preferred)</p> <p>Should have knowledge of Marathi, Hindi & English.</p>
13	Cook -01 (Unreserved)	<p>On contract basis of Rs. 10000/- per month consolidated.</p> <p>Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only)</p> <p>Minimum S.S.C. passed.</p>
14	Sweeper-02 (SC-01) (Open-01)	<p>On contract basis of Rs. 8000/- per month consolidated</p> <p>Age : Not less than 18 years and not more than 38 years of age (43 years to SC, ST, NT/DT, OBC & SBC candidates of Maharashtra State only)</p> <p>Minimum 8th std. passed and physically fit.</p> <p>Persons having experience of Sweeping/ cleaning shall be preferred.</p>