



MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

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 Annual Contract-Consolidated pay

Sr. No.	Name of the Post	No. of posts
1	Coordinator Internship & Placement Cell	01(Open to All)
2	Research Assistant Law	01(Open to All)
3	Research Assistant – Department for Promotion of Industry and Internal Trade (DPIIT) IPR Chair	01(Open to All)
4	Secretarial Assistant– Department for Promotion of Industry and Internal Trade (DPIIT) IPR Chair	01(Open to All)
5	Data Analyst	01(Open to All)
6	Senior Warden (Male)	01(Open to All)

- Last date of Submission of application (online): by **4th January 2026** till 23:59 Hrs.
- Hard copy of application along with copies of the enclosures and the payment receipt shall reach the “**Registrar, 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 **5th January 2026**. The name of the Post applied for, shall be superscribed on the envelope.
- For more information visit the University Website: www.mnlumumbai.edu.in

Dated: 19/12/2025

Sd/-
Registrar

Co-Ordinator Internship & Placement Cell :(Annual Contract-Consolidated pay)

➤ **Essential Qualification**

- Must complete 10+2 with an average of 60% grade point.
- Must have a bachelor's degree in business, organizational development, human resources, or any other relevant field with least a 60% average grade point.
- A post-graduate degree from a recognized University with at least 55% marks or its equivalent grade. Strong communication and interpersonal skills. Proficiency in MS Office, documentation, and database management.

➤ **Experience**

- Minimum 2–3 years of experience in placement coordination, HR, academic administration, or in corporate houses.

➤ **Desirable:** Knowledge of English Language

➤ **Age Limit:** 25 Yrs. to 40 Yrs.

➤ **Roles and Responsibilities:**

- Provide operational and administrative support to the Internship Placement Officer.
- Coordinate scheduling of interviews, meetings, pre-placement talks, and campus recruitment drives.
- Communicate with students, recruiters, alumni, and faculty regarding placement-related matters.
- Assist in managing databases of student CVs, internship records, alumni details, and placement statistics.
- Prepare reports, letters, documentation, and official communication.
- Organize workshops, skill development programmes, and career guidance sessions.
- Ensure smooth execution of all placement activities on the instructions of the Internship Placement Officer and higher authorities.
- Any other duties assigned by the Competent Authority.

➤ **Salary:** Rs. 75,000/- to Rs. 1,00,000/-

Research Assistant Law: (Annual Contract-Consolidated pay)

➤ Essential Qualifications

- Undergraduate degree or Master's Degree in Law / Ph. D. (Doctorate in Law) from a recognized University

➤ Essential Experience and Skills

- 0-3 years of work experience in an academic or professional setting with demonstrable evidence of research and writing ability (sole-authored writing sample will be required).
- Analytical skills, collation skills, communication skills (written and oral), technical skills, and time-management skills.
- Self-driven, collaborative as well as the ability to work independently, attention to detail, and data-driven.
- Proficiency in MS Office, Gmail, Google Documents and Google Sheets

➤ Desirable Qualifications

- Candidates who have experience in undertaking field-research will be preferred

➤ Desirable Experience and Skills

- Detail-oriented project management of academic and research project
- Organization of academic workshops and events

➤ Roles and Responsibilities

- Assist the Project Co-Investigator and other team members in conducting literature reviews, curating relevant cases and materials.
- Conducting field and desk research on identified issues.
- Preparing progress reports and or managing other reporting needs.
- Handling administrative responsibilities under the project and research centers.

➤ Age Limit: 25 Yrs. to 40 Yrs

➤ Salary: LL.B. (UG) - Rs. 30000/-

LL.M. (PG) - Rs. 40000/-

Research Assistant – Department for Promotion of Industry and Internal

Trade (DPIIT) IPR Chair: (Annual Contract-Consolidated pay)

➤ Essential Qualifications

- Undergraduate degree or Master's Degree in Law / Ph. D. (Doctorate in Law) from a recognized University

➤ Essential Experience and Skills

- 0-3 years of work experience in an academic or professional setting with demonstrable evidence of research and writing ability (sole-authored writing sample will be required).
- Analytical skills, collation skills, communication skills (written and oral), technical skills, and time-management skills.
- Self-driven, collaborative as well as the ability to work independently, attention to detail, and data-driven.
- Proficiency in MS Office, Gmail, Google Documents and Google Sheets

➤ Desirable Qualifications

- Candidates who have experience in undertaking field-research will be preferred

➤ Desirable Experience and Skills

- Detail-oriented project management of academic and research project
- Organization of academic workshops and events

➤ Roles and Responsibilities

- Assist the Project Co-Investigator and other team members in conducting literature reviews, curating relevant cases and materials.
- Conducting field and desk research on identified issues.
- Preparing progress reports and or managing other reporting needs.
- Handling administrative responsibilities under the project and research centers.
- This role will report to the DPIIT IPR Chair.

➤ Age Limit: 25 Yrs. to 40 Yrs

➤ Salary: LL.B. (UG) - Rs. 47000/-

LL.M. (PG) - Rs. 57000/-

Ph. D - Rs. 67,000/-

Secretarial Assistant: Department for Promotion of Industry and Internal

Trade (DPIIT) IPR Chair (Annual Contract-Consolidated pay)

- **Essential Qualifications:** Bachelor degree in any stream.
- **Desirable:**
 - Knowledge of reading and writing in English & Marathi language.
 - Short Hand.
 - Typing Speed of 40 words per minute.
 - Knowledge of Microsoft Office.
 - Experience in relevant field.
- **Age Limit:** 21 Yrs. to 40 Yrs.
- **Salary:** Rs. 15,000/-

Data Analyst (Annual Contract-Consolidated Pay)

- **Essential Qualification:**
 - Graduation in Computer Science or IT, or Data Science, or Computer Application, or a relevant discipline.
 - Minimum 1-3 years' experience in data analysis, statistical reporting, or related role
- **Desirable:**

Certificate /Diploma in Data Analysis, Business Analytics, or related areas from recognized institutions (e.g., Google Data Analytics, IBM Data Analyst Certification)
- **Age Limit:** 18 to 32 Yrs.
- **Salary:** Rs. 45,000/- to Rs. 60,000/-

Senior Warden (Annual Contract-Consolidated Pay)

➤ **Essential Qualification:**

- Graduation from a recognized University
- Working knowledge of computers.
- Proficiency in the English Language, including communication skills.

➤ **Desirable:**

- A Diploma or Certificate of a minimum of 6 months in Housekeeping/Home Science or any other relevant subject from a recognized educational institute.
- Knowledge of Bookkeeping to maintain: Stock Register, b) Basic Computer knowledge c) Maintenance of Registers) Attendance registers of students e) Handling hostel staff and domestic helper.
- Post-graduation in any stream.
- Minimum three years' experience in a similar field/ area (a certificate to this effect as proof of the same should be submitted)

➤ **Nature of Duty:** Full Time (Residential Service)

➤ **Age -** 30 to 45 Yrs

➤ **Salary:** Rs. 50,000/- to Rs. 70000/-



Maharashtra National Law University Mumbai

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

General Terms & Conditions:

1. All appointments are subject to Rules and Regulations of the University / Government, framed from time to time and subject to the approval of the Executive Council of the University.
2. Candidates shall fill the application form available on the University Website as per the opening and last date mentioned in the advertisement as well as available on the website from 19.12.2025, and send the scanned copy of the same along with scanned copy of necessary documents to the email address recruitment2025@mnlumumbai.edu.in (last date as per the advertisement).
3. The application fees of Rs. 500 /- (General Category) & Rs. 250/- (Reserved Category) shall be paid through online mode. Application Fee will not be refundable.
4. The print out of the Application along with payment receipt (UTR no.) and other relevant documents mentioned in Clause 8 below, shall be submitted in a sealed envelope, in person or by Post, and shall reach positively by 5.00 pm on or before 5th January 2026 on the following address: **“Registrar, Maharashtra National Law University Mumbai, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai-400076 (Maharashtra)”**. Tel. no. 022- 25703188.
5. The envelope shall be super-scribed as **“Application for the post of <--name of the post -->”**.
6. Print out of application made in the prescribed format through online mode 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.
7. Candidates shall affix a passport size photo on the application.
8. Application form shall be accompanied with self-attested copies of the following documents:
 - i. Documents related to educational qualifications, such as Degree/ Diploma certificates, Statement of Marks, other certificates of the relevant examinations (both side photocopies of the Statement of Marks) and any other certificates

relating to the educational qualifications.

- ii. Certificate/s of teaching/ administrative experience issued by the competent Authority
 - iii. Documents related to educational qualifications, such as Degree/ Diploma certificates, Statement of Marks, other certificates of the relevant examinations (both side photocopies of the Statement of Marks) and any other certificates relating to the educational qualifications
 - iv. Certificate/s of teaching/ administrative experience issued by the competent Authority
 - v. Approval letter/s in case of teachers appointed in affiliated colleges/ recognized institutions
 - vi. Birth / SSC certificate or other Government document as a proof of date of birth
 - vii. In case of change in name of the candidate, a copy of Government Gazette or any other appropriate certificate.
9. As per the Notification No.SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form “A”
 10. Qualifications, relevant experience and age shall be considered as on the last date of receipt of application.
 11. Candidates furnishing incorrect or false information shall stand disqualified at any stage, even after appointment.
 12. Candidates should check the eligibility criteria carefully while applying for the post. Not eligible candidates will be disqualified at any stage of the recruitment process, even after selection.
 13. Candidates already employed, shall submit their applications through the proper channel or shall furnish a 'NO OBJECTION CERTIFICATE' with the Application Form from the current employer, without which their Application /candidature will not be considered further.
 14. Applications received after the last date of receipt of application, incomplete applications, applications submitted without the required documents and applications not submitted through proper channel/without 'No Objection Certificate' of the employer, will not be considered, and no communication in this regard will be made with the candidates.
 15. Candidates shall bring original documents at the time of the interview for verification of documents, along with two sets of xerox copies of all the documents

16. Canvassing directly or indirectly will lead to a disqualification.
17. The University reserves the right to fill or not to fill any of the posts. Also, University reserves right to withdraw any advertised post at any time without assigning any reason. The decision of the University in this regard shall be final.
18. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
19. The directives / orders / resolutions / circulars of the Government of Maharashtra issued from time to time, shall be applicable to the said posts.
20. No Correspondence with ineligible candidates will be made by the University.
21. 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.
22. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong or incorrect information provided by the candidate. Persons, who have been selected/ appointed based on wrong or incorrect information supplied by the candidate, may be terminated at any stage or after selection also.
23. 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.

The candidates are required 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: [Click Here](#)

For inquiries, and submission of application please contact recruitment2025@mnlumumbai.edu.in