

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

WALK IN INTERVIEW ON 16.10.2021 FROM 10 AM ONWARDS

Position	Secretarial Assistant – DPIIT-IPR Chair, MNLU Mumbai	Date	05.10.2021
		Closing Date of Application	14.10.2021
Remuneration	₹ 12,500/- per month (Consolidated)	Walk in Interview	16.10.2021

Role and Responsibilities:

- i. Gathering, collating, and preparing documents, materials, and information for data entry.
- ii. Collecting information for incomplete documents and materials.
- iii. Creating digital documents from paper or dictation.
- iv. Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- v. Capturing data into digital databases and performing regular backups.
- vi. Updating and maintaining databases, archives, and filing systems.
- vii. Monitoring and reviewing databases and correcting errors or inconsistencies.
- viii. Generating and exporting data reports, spreadsheets, and documents as needed.
- ix. Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.
- x. Any other work assigned by the higher authorities.

Essential Criteria:

- i. Bachelor degree in any stream.

Desirables:

- i. Knowledge of reading and writing in Marathi language.
- ii. Short Hand.
- iii. Typing Speed of 40 words per minute.
- iv. Knowledge of Microsoft Office.
- v. Experience in relevant field.

How to Apply?

Updated CV should be submitted **either via email or via speed post** on or before 14.10.2021 addressed to below mentioned recipient with clear subject line “**Application for the post of Secretarial Assistant**” to recruitment@mnlumumbai.edu.in

Postal Address: The Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM MTNL Building, Hiranandani Gardens, Technology Street, Powai (Mumbai) 400076

Important Notes:

- (i) This appointment is for **one year** subject to extension.
- (ii) The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.
- (iii) Candidates are required to bring **three copies** of their resume with photograph affixed on all copies, **original** and one set of photocopy of their Academic certificates, Experience certificate and other documents.
- (iv) Reporting time is 10:00 AM. Candidates reporting after 10 AM shall not be allowed to appear for interview.

**The Registrar
MNLU Mumbai**