



Gujarat National Law University, Gandhinagar Campus
Attalika Avenue, Knowledge Corridor, Koba,
Gandhinagar, Gujarat 382426
Website: www.gnlul.ac.in

**RECRUITMENT ADVERTISEMENT FOR SENIOR CLERK
ON CONTRACTUAL BASIS FOR GNLU LEGAL INCUBATION COUNCIL**
(Advertisement Reference No.: GNLU/AD/FP-03-Sr. Clerk/2026)

Date: 17 September 2026

Name of the Post(s)	Age Limit	Fixed Pay	Number of Posts	Type of Post
Senior Clerk	35 Years as of the last date of application	₹ 26,000/- per month (Consolidated)	01 (UR)	Contractual for 364 Days

Minimum Eligibility Criteria:

(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Four years' experience with Under-Graduate degree/Two years' experience with Post-Graduate degree in relevant field preferably in Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Age: Maximum age limit 35 Years as on date of interview.

Highly Desirable:

(i)	Master Degree in Commerce with good academic record with three years' of post qualification experience in relevant field preferably in University/ Educational Institutes/ Government Organization/ Semi Government Organization.
(ii)	Good working knowledge of rules & regulations of Universities/ Educational Institutes relating to accounts, audit, service conditions and related financial matters;
(iii)	Experience in computer systems, finance/accounts related software handling for information processing and retrieval;
(iv)	Excellent communication and interpersonal skills;

Roles and Responsibilities:

	GNLU Legal Incubation Council (GLIC), a Section 8 Company, is looking for an entrepreneurially-minded, energetic, empathetic and dynamic team person as to its Incubation Manager. The responsibilities of the Senior Clerk includes:
(i)	Assist in coordinating and managing partnerships and funding-related activities for GLIC's incubation programmes.
(ii)	Assist in preparing and maintaining the annual/rolling calendar of GLIC initiatives, programmes and events.
(iii)	Support the preparation of promotional materials, reports, presentations, correspondence and other programme-related documentation.
(iv)	Assist in planning and coordinating entrepreneurship roadshows, networking meetings, workshops and other GLIC events.

(v)	Support the organization and execution of customized Entrepreneurship Development Programmes (EDPs).
(vi)	Assist in coordinating with Government departments, incubators, accelerators, corporates, investors, mentors and other ecosystem partners.
(vii)	Support outreach activities for identifying, attracting and onboarding innovative entrepreneurs and start-ups.
(viii)	Provide administrative and operational support in the implementation of incubation and acceleration programmes.
(ix)	Assist in the collection, compilation and preliminary documentation of applications and information required for evaluation of entrepreneurs and start-ups.
(x)	Coordinate with incubated start-ups and provide administrative support throughout the incubation, acceleration and scale-up stages.
(xi)	Assist start-ups in coordinating meetings and documentation related to fundraising, mentoring and investor interactions.
(xii)	Maintain regular communication and records of interactions with start-ups, mentors, investors, donors, corporates, advisors and other stakeholders.
(xiii)	Assist in organizing mentoring sessions and provide coordination support to entrepreneurs in areas such as business planning, marketing, finance, fundraising and operations.
(xiv)	Maintain records, databases, reports and documentation related to incubates, programmes, events and ecosystem partners.
(xv)	Support the promotion, marketing, outreach and brand-building activities of GLIC.
(xvi)	Assist in the day-to-day administrative and coordination activities of the Incubation Centre.
(xvii)	Perform any other duties and responsibilities assigned by the competent authorities from time to time.

Important Instructions to the Candidates

1. The candidate selected against this advertisement shall be required to work at GNLU, Gandhinagar Campus.
2. The candidate must ensure his/ her eligibility and other requisite criteria before applying for the post and then only apply.
3. The contractual appointment shall be initially for a period of 364 days, and tenure may be extended up to a further period of three years as per Annual Review of the Performance, upon recommendation of the Competent Authority and subject to the approval of the Executive Council.
4. The contractual appointment may be terminated by either side by giving one-month notice, or one month salary in lieu thereof, which requirement may be waived by the other side. Provided that appointment shall be liable to be terminated at any time by the University, without notice or any compensation if his/her services are found to be unsatisfactory or if he/she violates any of the Rules.
5. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment and shall end on the stipulated date of expiry of contract as mentioned in the contract letter.
6. Candidates shall send self-attested copies of their certificates and mark-sheets from SSC onwards relevant to the qualifications acquired.
7. Candidates already in Government/ Semi Government/ PSU/ Educational Institution service must send their application through proper channel. The candidates called for selection process will have to produce the certificates in the prescribed format as given in the application form related to No Objection Certificate or original applications duly forwarded by the competent authority of their institution, failing which he/ she shall not be allowed to participate in the selection process.

8. The interested candidates are required to submit the application form in the prescribed format along with recent passport size photograph through email at hr@gnlu.ac.in on or before **07 October 2026**. Application other than prescribed format shall not be entertained. The Application Form is available on the University Website under the Career webpage (<https://www.gnlu.ac.in>).
9. It is the candidate's duty to ensure that his/ her application is received by the University within the stipulated timeline. No correspondence will be entertained by the University regarding delay in submission of the application form through email, not being called for interview or about the result of interview etc. Eligibility of the candidate will be determined on last date of receipt of the application.
10. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate(s) will be considered after the prescribed date and time of selection process, in case, if he/ she is unable to attend the selection process, for whatever reason.
11. The character of a person for the recruitment to the service must be such as to render him/ her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
12. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website in the event of any typographical error before the last date prescribed for the receipt of application. In case of any addition/ deletion pertaining to advertisement, the same shall be published in University website only.
13. Canvassing in any form will result in disqualification.
14. All the posts will be filled through a personal interview. Only eligible and shortlisted candidates shall be called for the personal interview. Selection will be based on the score of the personal interview. No correspondence shall be entertained from the candidates who have not been shortlisted for the further selection process.
15. Selected candidate must join the duty on the date as determined by the University. University reserves the right not to appoint any selected candidate if he/ she is unable to join the duties on a designated date.
16. Selected Candidate will be entitled to one (01) day CL for each completed month of duties, and shall not be entitled to any other leave in the contract.
17. University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/ her service. In case, it is detected that the information(s) given by candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed any information, then his/ her application or service shall be terminated.
18. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
19. University reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. No personal details regarding candidate(s), shortlisted or selected candidate(s) will be provided.
20. The University will intimate the detailed selection process to the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.

(Dr. Nitin Malik)
Registrar