



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar

<http://www.gnlu.ac.in>

Recruitment Advertisement for Library Positions on Contract Basis

Walk-in-Interview

Advertisement Reference No.: GNLU/Con.App./LIB-02/2026

Date: 06 October 2026

Sr. No.	Name of the Post	Fixed Pay/Stipend per Month (INR)	No. of Position(s)	Date of Interview	Reporting Time
1	Library Assistant (Contractual)	₹25,000/- Per Month (Consolidated)	01	22 October 2026	11.00 AM
2	Library Trainees (Contractual)	₹18,000/- Per Month (Consolidated)	03	22 October 2026	03.00 PM
3	Library Stack Assistant/Library Attendant (Contractual)	₹15,000/-Per Month (Consolidated)	02	23 October 2026	11:00 AM

Minimum Eligibility Criteria

1) Job Title: Library Assistant

❖ **Number of Positions: 01**

❖ **Essential Qualification:** Master of Library & Information Science (MLISc) or Master of Library Science (MLib), with at least 55% marks (or an equivalent grade in a point scale wherever a grading system is followed) from a recognised University or an equivalent degree from an accredited foreign University.

❖ **Experience:** The incumbent should have a minimum of one (01) year of experience in the relevant field.

❖ **Knowledge:** The candidate should have knowledge of library management software and maintenance of records in an institutional repository. The candidate should possess proficiency in classification and cataloguing of library materials (print & digital) and a variety of IT tools for library applications.

❖ **Maximum Age Limit:** 35 years

❖ **Brief Job Description:** Under the guidance of the Assistant Librarian(s) and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties; -

- Assist in book acquisition and journal subscription;
- Assist in database subscription and renewal;

- Cataloguing & technical processing;
- Circulation services, reference services and research support services for users;
- Updating details on website and maintaining institutional repository;
- Digitisation of library records and record keeping.

2) Job Title: Library Trainees

❖ Number of Positions: 03

❖ **Essential Qualification:** Master of Library & Information Science (MLISc) or Master of Library Science (MLib), with at least 55% marks (or an equivalent grade in a point scale wherever a grading system is followed) from a recognised University or an equivalent degree from an accredited foreign University.

❖ **Knowledge:** The candidate should have knowledge of library management software and maintenance of records in an institutional repository.

❖ **Maximum Age Limit:** 28 years

❖ **Brief Job Description:** Under the guidance of the Assistant Librarian(s) and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties; -

- Work in the acquisition section, research support services for users;
- Collect and collate library statistics, information, digitization of library records, and record maintenance work;
- Circulation counter duty and cataloging work;
- Perform other administrative duties, as assigned.

3) Job Title: Library Stack Assistant/Library Attendant

❖ Number of Positions: 02

❖ **Essential Qualification:** Any graduation degree from recognized university, or an equivalent degree from an accredited foreign University.

❖ **Experience:** The incumbent should have a minimum of one (01) year of experience in the relevant field.

❖ **Maximum Age Limit:** 45 years

❖ **Brief Job Description:** Under the supervision of Assistant Librarian(s) and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties;

- Collect and pick up library materials;
- Arrange library materials in shelves;
- Shelf-reading and arrangement of books;
- Search for missing or lost volumes;
- Assist users in searching books and other reading materials;
- Assist in books & journals processing (like stamping, barcoding, covering books with a plastic sheet);
- Assist in stock verification;
- Perform any other administrative duties, as assigned.

Important Instructions to the Candidates

- 1) The candidate must ensure his/her eligibility and other requisite criteria before appearing for the Walk-in-Interview for the above mentioned post(s).
- 2) 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.
- 3) 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 of the University.
- 4) 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.
- 5) The University retains the discretion not to make any appointment against this vacancy or to make appointments with revised terms and conditions. **The number of positions as indicated may increase or decrease as per the requirements of the University.**
- 6) The reporting time for the Walk-in-Interview is mentioned in the aforementioned table. No candidate shall be considered after the given reporting time.
- 7) **The Candidates must bring four copies of their latest resume, with photograph affixed to each copy, along with the original documents and one set of photocopies of their academic certificates, experience certificates, and other relevant documents.**
- 8) No TA/ DA shall be paid for attending/participating in the selection process. Candidates who fail to attend the Walk-in Interview/Selection Process at the prescribed date and time for any reason whatsoever shall not be considered for selection thereafter.
- 9) After the declaration of results, the selected candidates are required to join at the earliest.
- 10) The selected candidate(s) shall be required to work on a rotational shift basis, including weekends and University holidays, as per the duty roster and timings notified by the University from time to time. As the University Library remains operational 24 hours a day, 7 days a week, throughout the year (365 days), the selected candidate(s) must be willing to work in all shifts, including overnight shifts, as assigned by the University, to ensure uninterrupted library services.
- 11) One (01) day of weekly off shall be provided on a rotational basis in accordance with the duty roster and applicable rules. The selected candidate(s) shall be entitled to one (01) day of Casual Leave (CL) for each completed month of duty, subject to the applicable rules and conditions of the University. The selected candidate(s) shall be required to perform their duties at GNLU, Gandhinagar.
- 12) The University reserves the right to make corrections, amendments, additions, or deletions to the advertisement or the information published on its website in the event of any typographical error or otherwise. Any such corrections, amendments, additions, or deletions shall be notified exclusively on the University's official website.
- 13) Canvassing in any form will result in disqualification.
- 14) All the posts will be filled through a personal interview. Selection will be based on the score of the personal interview.
- 15) Selected candidate must join the duty on the date as determined by the University. The University reserves the right not to appoint any selected candidate if he/she is unable to join the duties on a designated date.
- 16) The University reserves the right to verify the antecedents and the authenticity of the documents and information submitted by a candidate at the time of appointment or at any time during the tenure of his/her service. If, at any stage, it is found that a candidate has furnished false, fabricated, or misleading information or documents, has suppressed any material information, or has concealed any relevant adverse antecedents, the University shall be entitled to reject his/her candidature or

terminate his/her services, as the case may be, in accordance with the applicable rules and procedures.

17) Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.

18) In case of any clarification(s), the candidate may write at hr@gnlu.ac.in

Sd/-
(Dr. Nitin Malik)
Registrar