

Advertisement Reference No: GNLU/AC/FP-40/2018**WALK IN INTERVIEW**

Position	Research Coordinator	Walk in interview date : 05 January, 2019
Remuneration	INR 25,000-30,000 (Fixed)	
Department	Research	Requirements Educational Qualification, Knowledge, Skills and Experience

Role and Responsibilities Under the guidance of Head (Dean), Research and Head (Dean), Academic Affairs, the incumbent shall perform the following role and responsibilities;

- (i) To co-ordinate with faculty members on various identified research projects/consultancy projects;
- (ii) To co-ordinate with various National/International Governments, Public Sector Organizations, Private Sector Organizations, NGOs etc.;
- (iii) To co-ordinate with different office of GNLU for smooth execution of research project;
- (iv) To co-ordinate between University and external agency in administrative and financial matters;
- (v) To facilitate the faculty in completing the research project in timely manner;
- (vi) To Examine various statistical reports of various organizations;
- (vii) To undertake extensive field visits/travel for the purposes of data collection;
- (viii) Provide high quality research, material and visionary plans in respective area.

Essential Criteria:

- (i) Master Degree (preferably LL.M) with 2 years of relevant experience in Law and interdisciplinary subject;
- (ii) Must have experience of administration and coordination, etc. as required to achieve the aim and objectives of the Research Division
- (iii) Must have knowledge of SPSS/ data collection through real time data generation software

Highly desirable:

- (iv) Must be fluent in English speaking and writing;
- (v) Must have basic understanding on preparation of project proposal, papers/articles, policy papers, etc.;
- (vi) Must have excellent inter-personal and team-building skills;
- (vii) Must be well equipped with computer applications such as MS Word, MS Excel, MS Power Point etc.

Important Notes:

- **This appointment is purely on contractual basis.**
- **Walk in Interview Date: Saturday, 05 January, 2019. Reporting time for walk in Interview: 1330 hrs. (No candidate shall be considered for walk in interview after 1330hrs.)**
- **Candidates are required to bring three copies of their resume, original and two sets of photocopy of their Academic certificates, Experience certificate and other documents.**

Address: The Registrar, Gujarat National Law University, *Attalika* Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: careers@gnlu.ac.in, tel: +91 (79) 2327 6611/12