

Advertisement Reference No: AD- 36/2018**Walk in Interview**

Position	Administrative Assistant – Department of Industrial Policy & Promotion (DIPP) IPR Chair	Walk in interview date : -- Wednesday, 26 December 2018 at 1100 am
Remuneration	INR 10,000 (Fixed)	
Department	DIPP IPR Chair	Requirements Educational Qualification, Knowledge, Skills and Experience
Role and Responsibilities: Under the guidance of Director, Centre for Intellectual Property Rights, GNLU the incumbent shall perform the following role and responsibilities; (i) Provide professional, efficient administrative support to the IPR Chair Professor and Research Associate - DIPP Chair for the day-to-day work; (ii) Coordinate with various sections/divisions of the university and various outside agencies / offices on behalf of the DIPP Chair; (iii) Managing the day-to-day operations of the DIPP Chair. (iv) Preparing and editing correspondence, reports, and presentations of the DIPP Chair. (v) Keep and maintain office records pertaining to the research and training activities undertaken by DIPP Chair; (vi) Make necessary arrangements for activities under the DIPP Chair ; (vii) Perform any other duties as assigned by the IPR Chair Professor.		Essential Criteria: (i) Bachelor's Degree in any discipline. (ii) Excellent knowledge of computer system. (iii) Ability to innovate and to improve programmes or services and to pursue new ideas and methods; (iv) Excellent communication skills; (v) Fluency in English language Highly desirable: (i) Demonstrated knowledge of modern electronic record storage and delivery systems; (ii) Positive attitude and ability to plan and adapt to change; (iii) Excellent inter-personal and team-building skills; (iv) Ability to collaborate effectively with various departments and cross-functional teams.
Important Notes: <ul style="list-style-type: none">• This appointment is purely on contractual basis for one year subject to extension.• Walk in Interview Date: Wednesday, 26 December 2018. <u>Reporting time for walk in Interview: 1100. (No candidate shall be considered for walk in interview after 1115 am.)</u>• 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, <i>Attalika</i> Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: careers@gnlu.ac.in , tel: +91 (79) 2327 6611/12		