

Call for Applications

Ref: GNLUAPF/ 4 /2026

Date: 20.08.2026

Applications are invited from eligible and interested candidates/firms for engagement on the project on

“Enhancing Access to Justice for Undertrial Prisoners” as given below:

S. No	Name of Position	Number of position(s)	Remuneration	Duration
1	Accountant (Part-time / Retainer basis)	01	₹1,40,000/- (Consolidated inclusive of taxes)	Part-time engagement for 11-months (Extendable)

About the Programme:

The programme is designed to provide comprehensive legal assistance, case review, and documentation support to undertrial prisoners at Sabarmati Central Jail, Ahmedabad. It focuses on the timely identification of eligible prisoners and facilitates the preparation, filing and effective follow-up of bail applications. In addition, the programme seeks to strengthen institutional coordination among GNLU, the District Legal Services Authority, prison authorities, defence counsel and probation officers to expedite bail proceedings. It also aims to conduct periodic, rights-based legal awareness sessions within the prison to enhance legal literacy and access to justice among inmates.

- The programme has been supported by Azim Premji Foundation.
- Geographical Area: Ahmedabad and surrounding areas.
- The Programme office is stationed at the GNLU Campus, Gandhinagar. The Accountant shall be required to visit the Programme office once or twice a week to maintain the books of accounts.

(I) Accountant (Part-time / Retainer basis)

Essential criteria

- Bachelor's or Master's Degree in Commerce (B.Com/M.Com) from a recognized Indian University; OR a practicing Chartered Accountant (CA)/CA firm empaneled with the ICAI.
- Working knowledge of computerized accounting software (Tally or equivalent).
- Basic familiarity with GST, TDS and other statutory compliance requirements applicable to project/grant accounts.

- **Must be based in or able to regularly commute to Gandhinagar (GNLU Campus), as the engagement requires physical visits to the Programme office once or twice a week.**

Desirable:

- Prior experience in fund/grant accounting, preferably for a donor-funded, non-profit, or CSR-supported project.
- Prior experience of working with an academic institution or NGO.

Role and responsibilities

- The Accountant shall visit the Programme office at GNLU Campus once or twice a week to maintain and update the books of accounts on a weekly basis.
- The Accountant shall maintain day-to-day accounts of the Programme, including receipts, payments, ledgers and vouchers.
- The Accountant shall prepare periodic financial statements, utilization certificates, and expenditure reports for submission to the Project Director and the funding agency.
- The Accountant shall ensure timely statutory compliance (TDS, GST, and other applicable filings) related to Programme expenditure.
- The Accountant shall assist in budget monitoring, reconciliation of accounts, and maintenance of financial records/vouchers for audit purposes, and shall coordinate with the University's Finance/Accounts section and external auditors as required.
- The Accountant shall report to the Project Director and Project Manager.

GENERAL TERMS & CONDITIONS

- **Engagement:** The engagement shall be on a part-time/retainer basis, open to individual professionals as well as practicing CA firms, requiring office visits once or twice a . The initial appointment shall be for 11-month tenure. The engagement may be extended/renewed based on satisfactory performance, need and availability of funds.
- The remuneration **of ₹1,40,000/-** (*Rupees One Lakh Forty Thousand only*) is consolidated for the duration of 11 months inclusive of all applicable taxes. The payment may be made in multiple parts.
- The engaged individual/firm will be purely for the implementation of the Programme and will in no manner be construed as an employee of the Gujarat National Law University or the Azim Premji Foundation for any purpose.
- **Interested candidates/firms fulfilling the above-mentioned criteria must email their latest Curriculum Vitae (CV)/Firm Profile along with supporting qualification documents by email to: gnluapfproject@gnlu.ac.in**

- **Email Subject Line must consist of the Position Applied (e.g., "Application for Accountant")**
- **Only Shortlisted candidates/firms fulfilling essential eligibility criteria** shall only be notified about the date, time and place of interview **separately by email only.** No separate call letters will be sent.
- Travel: No Travel Allowance (T.A.) or Daily Allowance (D.A.) will be paid for attending the interview.
- Project Director retains the discretion to amend/modify/relax the criteria as mentioned above or revise the terms of engagement as may be required for effective implementation of the programme.
- **Last date of application: 28 August, 2026**

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Project Director