

Advertisement Reference No: GNLU/AD/FP-001/2022**Walk in interview**

Position	Junior Section Officer	Date:	Monday, 10th January,2022
Remuneration	₹ 35,000 (Fixed)	Walk in interview:	Monday, 24th January,2022
Department	Administration		
Roles and Responsibilities: Under the overall supervision of the Director and the Registrar, the incumbent shall perform the following roles and responsibilities; <ul style="list-style-type: none">• Preparation of Cash and Bank Payments/ Journals Voucher/ Bank Reconciliation/ Grant related payments;• Monitoring and co-ordination of billing processing, regular Bank processing;• Ensure Proper deduction of TDS on Vendor payments & on Salary;• Reconciling all types of fees of the new and existing students on a daily basis as well as on Monthly basis and regular monitoring with Fee receivable statements;• Solving queries on a timely basis;• Assisting in the preparation of Financials i.e. Balance Sheet, P&L, Cash flow statements of the University;• The candidate should be well versed with General Financial Rules (GFR) and FR & SR.• Perform any other duties as assigned by the University Authorities.		Essential Criteria: <ul style="list-style-type: none">(i) M.Com. / B.Com. Degree from a recognized University or any equivalent qualification recognized by the Government.(ii) At least five years of experience with B.Com / M.Com in Accounts / Finance Section preferably in Universities / Educational Institutes.(iii) Proficiency in MS-Office and should have hands on Experience with Accounting software / Tally / ERP in latest versions. Highly desirable: <ul style="list-style-type: none">(i) Good working knowledge of rules & regulations of Universities / Educational Institutes relating to accounts, audit, service conditions and related financial matters.(ii) Excellent communication and interpersonal skills.	
Important Notes: <ul style="list-style-type: none">• This appointment is for 364 days.• The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.• The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.• Walk in Interview Date: Monday, 24th January, 2022. <i>Reporting time for walk in interview: 1000 hrs.</i>• Candidates are required to bring three copies of their resume with photograph affixed on all copies, original and one set 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: hr@gnlu.ac.in , tel: +91 (79) 2327 6611/12			