

**Advertisement Reference No: GNLU/AD/FP-03/2020
(Walk in Interview)**

Position	Security Supervisor	Date	Wednesday, 08 January, 2020
Remuneration	INR 20,000 (Fixed)	Walk in Interview	Saturday, 18 January, 2020
Division	Administration	Requirements: Educational Qualification, Knowledge, Skills and Experience	

Roles and Responsibilities Under the direct supervision of the Registrar and overall guidance of the Director, shall perform the following roles and responsibilities:

- (i) Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
- (ii) Prevents losses and damage by reporting irregularities; informing violators of policy and procedures;
- (iii) Prepare reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures;
- (iv) Maintains organizations stability and reputation by complying with legal requirements;
- (v) Ensuring the safeguards of the security guards with the various security standing orders, pertaining to the premises during their shift timings;
- (vi) In case of any security threat, he must be ready to direct staff members to take appropriate measures to neutralize such threat;
- (vii) Providing training and development to all the Security Personnel and lay down certain standard orders for the security procedures;
- (viii) Inspecting the entry and exit of the personnel, materials, vehicles and stores at the starting of the duty and at the end of the duty;
- (ix) Schedule shifts and arrange for replacements in cases of absence;
- (x) Respond to complaints and special requests received from the Students & Staff of the University and take corrective actions with consultation with the University officials on immediate basis.
- (xi) Perform any other duties as required to achieve the aims and objectives of the University.

Essential Criteria:

- (i) HSC / 12th Standard Pass from a recognized board or any equivalent qualification recognized as such by the Government
- (ii) At least five years of experience in relevant field preferably in educational institution / University/ Government organization.
- (iii) Valid two wheeler driving license
- (iv) Must not have any criminal record or pending criminal case
- (v) A person must be physically fit

Highly desirable:

- (i) Experience in national/international level institute/ University
- (ii) Retired Armed forces personnel
- (iii) Good communication skills
- (iv) Basic Computer Knowledge

Important Notes:

- This appointment is for 364 days and contractual in nature.
- The University retains the discretion not to make any appointment, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix the 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.
- Reporting time for walk in Interview: 1000 hrs. (No candidate shall be considered for walk in interview after 1015 Hrs.)
- 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.

Registrar (I/c)

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