



**Gujarat National Law University
Gandhinagar**

Wednesday, 01st December, 2021

Vacancy Advertisement Reference No. : GNLU/AD/FP-11/2021

Sr. No.	Name of the Posts	Fixed Pay Per Month (₹)
1.	Library Assistant	25,000/-
2.	Junior Clerk	20,000/-
3.	Senior Clerk	25,000/-
4.	Campus Facility Supervisor	25,000/-
5.	Head Nurse	35,000/-

Minimum Eligibility Criteria

1. Library Assistant

Essential Qualification :

- i. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- ii. Minimum two (02) years of experience in the University Library.

Highly Desirable :

- i. Excellent inter-personal and team-building skills;
- ii. Good communication skills;
- iii. Experience in handling Library related software.

Roles and Responsibilities :

Under the guidance of Assistant Librarian and overall supervision of the Director/ Registrar, the incumbent shall perform the following duties;

- i. Books acquisition, journal subscription;
- ii. Database subscription & renewal;
- iii. Cataloguing & books process;
- iv. Circulation services, reference services;
- v. Website updating, maintaining institutional repository;

- vi. Record keeping;
- vii. Works on shift duty/ late hours and holidays;
- viii. Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the University.

2. Junior Clerk

Essential Qualification :

- i. Any Bachelor's Degree from a recognized Institute/ University, or an equivalent degree from an accredited Foreign University;
- ii. Excellent knowledge of functioning Computer system;
- iii. Good communication skills;
- iv. Fluency in the English language;
- v. Minimum one (01) year of work experience in the University.

Highly Desirable :

- i. Demonstrated knowledge of modern electronic student record storage and delivery systems;
- ii. Demonstrated problem-solving skills;
- iii. Positive attitude and ability to plan and adapt to change;
- iv. Excellent inter-personal and team-building skills;
- v. Ability to collaborate effectively with various departments and cross-functional teams;

Roles and Responsibilities :

Under the guidance and supervision of the Director/ Registrar, the incumbent shall perform the following roles and responsibilities:

- i. Provide professional, efficient administrative support to the Office of the Registrar for day-to-day work;
- ii. Coordinate with various sections/ divisions of the University and various outside agencies on behalf of the Registrar/ University;
- iii. Managing day-to-day operations of the administrative work allocated;
- iv. Keep and maintain records pertaining to the students and staff;
- v. Make necessary arrangements for holding University functions;
- vi. Perform any other duties including administrative, coordination, etc. as required to achieve the aims and objectives of the University.

3. Senior Clerk

Essential Qualification :

- i. Any Bachelor's Degree from a recognized Institute/ University, or an equivalent degree from an accredited Foreign University;
- ii. Excellent knowledge of functioning Computer system;
- iii. Good communication skills;
- iv. Fluency in the English language;
- v. Minimum three (03) years of work experience in the University / Ex-Serviceman from Defence background.

Highly Desirable :

- i. Advance knowledge in Tally ERP;
- ii. Demonstrated knowledge of modern electronic student record storage and delivery systems;
- iii. Demonstrated problem-solving skills;
- iv. Positive attitude and ability to plan and adapt to change;
- v. Excellent inter-personal and team-building skills;
- vi. Ability to collaborate effectively with various departments and cross-functional teams;

Roles and Responsibilities :

Under the guidance and supervision of the Director/ Registrar, the incumbent shall perform the following roles and responsibilities:

- i. Provide professional, efficient administrative support to the Office of the Registrar for day-to-day work;
- ii. Coordinate with various sections/ divisions of the University and various outside agencies on behalf of the Registrar/ University;
- iii. Managing the day-to-day operations of the administrative work allocated;
- iv. Keep and maintain records pertaining to the students and staff;
- v. Make necessary arrangements for holding University functions;
- vi. Perform any other duties including administrative, coordination, etc. as required to achieve the aims and objectives of the university.

4. Campus Facility Supervisor

Essential Qualification :

- i. Diploma in any discipline from a recognized University/Institute;
- ii. The candidate shall have more than ten (10) years of experience in construction and civil works supervising and in which at least two (2) years of experience shall be in the University;
- iii. Good knowledge of AUTOCAD, Excel and MS Office.

Roles and Responsibilities :

Under the guidance of Head, Procurement and overall supervision of the Director/Registrar, the incumbent shall perform the following duties;

- i. Ensure efficient and cost effective management of all spaces and facilities;
- ii. Manage and maintain Campus vicinity to an excellent standard which shall be conducive in learning and teaching;
- iii. Plan, organize, coordinate and direct activities related to maintaining and operating the facilities;
- iv. Schedule, plan, organize and manage staff responsible for maintenance, repair, and upkeep of buildings and facilities;
- v. Maintain all necessary documentation related to Campus;
- vi. Ensure compliance with applicable codes, laws, rules, regulations, standards, policies and procedures;
- vii. Ensure health and safety obligations are complied with by facility staff and independent contractors;
- viii. Act as point of contact for internal and external groups using facility;
- ix. Coordinate for procurement of equipment & supply of materials to perform duties effectively and efficiently;
- x. Prepare and complete various forms, reports, correspondence, purchase orders etc;
- xi. Promote the facility to maximize its utilization;
- xii. Manage major and minor building construction and repair projects;
- xiii. Ensure proper lighting, electricity, ventilation, air-conditioning etc. in all parts of the Campus;
- xiv. Ensure excellent cleanliness in the entire Campus;
- xv. Ensure efficient and effective Garden maintenance and providing services by Canteen, Cafeteria, Gymnasium, Security and House Keeping;
- xvi. Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

5. Head Nurse

Essential Qualification :

- i. Master/Bachelor Degree/Diploma in Nursing from a recognized University or any equivalent qualification recognized by the Government and valid registration Certificate;
- ii. The candidate shall have more than ten (10) years of experience in working with any reputed Hospitals and shall have at least five (05) years of experience in the University.

Highly Desirable :

- i. Good knowledge of English language;
- ii. Good knowledge of functioning of basic Computer system.

Roles and Responsibilities :

- i. Under the guidance of Medical Officer and overall supervision of the Director/Registrar, the incumbent shall perform the following duties;
- ii. Ensure efficient and accurate delivery of consultation and necessary healthcare to the students and staff;
- iii. Maintain all medical records of the patients on routine basis;
- iv. Ensure that the first aid and emergency medicines required in the clinic are available at all the time, to meet any urgent medical needs;
- v. Report all the matters of importance/seriousness, pertaining to students' healthcare or any general potential hazards at all the time;
- vi. Ensure proper health care to students' from time to time on problems being faced or as and when the circumstances demand through consultation and awareness programs;
- vii. Provide the details/history of the patient to their parents, if require with prior permission of the University authorities;
- viii. Comply with occupational health & safety requirements as per the government norms;
- ix. Overall management and administration of the healthcare center;
- x. Provide guidance and suggestions for improvement of medical facilities on the Campus on regular basis;
- xi. Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

Important Instructions to the Applicants

1. The applicant must ensure his/ her eligibility for the post in respect of their qualifications and other requisite criteria and only then apply.
2. All posts are on a contractual basis for a period of 364 days.
3. Candidates shall send self-attested copies of certificates and mark sheets from SSC onwards in support of their qualifications. Originals shall not be sent along with the application but must be produced at the time of Personal Interview.
4. Candidates already in Government/ Educational Institution/University must send their application through proper channel. However, an advance copy may also be sent directly. In such cases, the candidates called for the Personal Interview will have to produce the certificate in the prescribed format given in the application form alongwith No Objection Certificate from the current Employer. Failing which he/ she shall not be allowed in the Personal Interview.
5. Application or resume sent through e-mail will not be considered under any circumstances.
6. Candidates shall submit the application form in the prescribed format along with a recent passport size photograph a fixed thereon. Application other than the prescribed format will not be entertained.

7. It is the applicant's duty to ensure that his/ her application is received by the University within the stipulated timeline. No correspondence will be entertained regarding postal delays, conduct, and the result of the interview.
8. Canvassing in any form will result in disqualification.
9. Selected candidates must join the duty on a date determined by the University. The University reserves the right not to appoint a selected candidate if he/ she is unable to join the duties on a designated date.
10. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate will be considered after the prescribed date and time of the selection process, in case, if he/ she is unable to attend the selection process, for whatever reasons.
11. Incomplete applications and delay in receipt of applications shall not be entertained.
12. The University retains the discretion / right to relax the norms specified in the advertisement for deserving candidates considering his/her experience and competency with a revised pay.
13. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website in the event of any typographical error before the last date as prescribed. In case of any addition/ deletion pertaining to the advertisement, the same shall be published on the University website only.
14. The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment, or during the tenure of the service. In case, it is detected that the information(s) given by the candidate are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, then his/ her application or service shall be terminated at any stage.
15. The decision of the University authorities on any/ all matters in relation to this advertisement shall be final and binding.
16. The eligibility of the candidate will be determined as on the last date for receipt of the application.
17. A candidate can apply for any number of posts subject to fulfilment of the criteria mentioned in the advertisement. However, a separate application form shall be submitted by the candidate in case applying for more than one post.
18. The University reserves the right not to fill up any or all the vacancies advertised if the circumstances so warrant. No correspondence/enquiry will be entertained from the candidates in connection with the process of selection/ interview. No personal details of applicant(s)/shortlisted/ selected candidate(s) will be provided.
19. **The application in the prescribed format alongwith relevant supporting documents should reach "The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba-Gandhinagar, Gujarat-382426,**

India” by 5:00 PM on or before 15th December 2021 through Registered Post / Speed Post / Courier / In Person.

20. List of the shortlisted candidate will be announced on the University website and also intimated to the shortlisted candidate on 16th December, 2021 through email Id provided by the applicant in the application form. The prescribed application form has been provided underneath the Vacancy Advertisement on the Careers webpage of the University website i.e. <https://www.gnlu.ac.in/GNLU/Careers>.
21. Application for each post must be placed in a separate cover and the name of the post applied for must be super-scribed on the envelope without fail. The University shall not be responsible for any misplacement, omission, non-receipt, etc. if more than one application is put in one cover by the candidate.
22. The applications received for the abovementioned posts before the last date of submission and on due fulfilling the criteria are only eligible for the Personal Interview. No other candidates will be allowed to appear for the Personal Interview.
23. The shortlisted candidates are to visit the University for Personal Interview as per the schedule mentioned below:

Date *	Schedule for the Personal Interview	Venue	Reporting Time
17/12/2021 Friday	Junior Clerk	1 st Floor, Orientation Hall, Administrative Building, Gujarat National Law University, Gandhinagar	9:00 AM (No candidate shall be considered for Personal Interview after 09:15 AM)
	Senior Clerk		
18/12/2021 Saturday	Library Assistant		
	Campus Facility Supervisor		
	Head Nurse		

***University reserves the right to change the specified dates if required.**

24. The applicants are to visit the University website (www.gnlu.ac.in) for any updates from time to time.

Registrar (I/c)