



**Gujarat National Law University
Gandhinagar, Gujarat, INDIA**

Wednesday, 16th December, 2020

Vacancy Advertisement Reference No: GNLU/AD/ FP-24/2020
(WALK-IN-INTERVIEW)
Wednesday, 23rd December, 2020

Sr. No.	Name of the Post	Fixed Pay Per Month (INR)	Reporting Time
1.	Campus Facility Supervisor	20,000/-	9:30 AM
2.	Head Nurse	35000/-	9:30 AM

Minimum Eligibility Criteria

1) CAMPUS FACILITY SUPERVISOR

Essential Qualification

- (i) Diploma in any discipline from recognized University/Institute;
- (ii) The candidate shall have more than ten years of experience in construction and civil works supervising and in which at least one year 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 all areas of campus to a standard that is conducive to excellence 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 procurement of equipment, supplies and materials to perform required 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 Services like 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.

2) HEAD NURSE

Essential Qualification

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

Highly desirable

- (i) Good knowledge of English language;
- (ii) Good knowledge of functioning of basic computer system.

Roles and Responsibilities: Under the guidance of Medical Officer and overall supervision of the Director/Registrar, the incumbent shall perform the following duties;-

- (i) Ensure the efficient and accurate delivery of consultation and necessary healthcare to the students and staff at GNLU;
- (ii) Maintain all medical records of the patients on routine basis;
- (iii) Ensure that the first aid and emergency medicines required in the clinic are available at all the times, to meet any urgent medical needs;

- (iv) Report all the matters of importance/seriousness, pertaining to students' healthcare or any general potential hazards at all the times;
- (v) 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;
- (vi) Provide the details/history of the patient to their parents, if require with prior permission of the University authorities;
- (vii) Comply with occupational health & safety requirements as per the government norms;
- (viii) Overall management and administration of the healthcare center;
- (ix) Provide guidance and suggestions for improvement of medical facilities on the campus on regular basis;
- (x) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

Important Notes

- ❖ This appointment is for 364 days.
- ❖ 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 the walk in interview: 0930 hrs. (No candidate shall be considered for walk in interview after 0945 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)