

**Advertisement Reference No: GNLU/AD/FP-38/2019  
(Walk in Interview)**

<b>Position</b>	<b>Museum Coordinator</b>	<b>Date</b>	<b>Friday, 20 December 2019</b>
<b>Remuneration</b>	<b>INR 25,000 (Fixed)</b>	<b>Walk in interview</b>	<b>Saturday, 28 December 2019</b>
<b>Division</b>	<b>Administration</b>	<b>Requirements: Educational Qualification, Knowledge, Skills and Experience</b>	

**Roles and Responsibilities** Under the guidance of Registrar, the incumbent shall perform the following role and responsibilities;

- (i) Acquiring items for collections involving selection, purchase and borrowing items of art;
- (ii) Prepare Catalogues and documentation of the museum objects;
- (iii) Organize educational and public outreach programs;
- (iv) Record keeping and digital evaluation of the museum objects;
- (v) Setting up the temporary as well as permanent exhibitions in the museum;
- (vi) Conservation and Restoration of Museum artefacts;
- (vii) Carrying out background research and writing catalogues;
- (viii) Responsible to take care of the museum and it's collections;
- (ix) Publicity and fund raising activities of the museum;
- (x) Perform any other duties including administrative, coordination, etc. as required to achieve the aims and objectives of the University.

- (i) Master's Degree in Museology/ Archaeology from a recognized University with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed)

Or

- (ii) Bachelors' Degree in Museology/ Archaeology from a recognized University with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) and two years' experience in relevant area.

**Highly Desirable:**

- (i) Experience in premier law universities / colleges in relevant area;
- (ii) Knowledge of Art History.
- (iii) Exposure in Museum of National and Regional Importance.
- (iv) Excellent inter-personal and team-building skills.
- (v) Ability to innovate and to improve Museum programs or services academic institute is desirable.

**Important Notes:**

- 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: **Saturday, 28 December 2019. Reporting time for walk in Interview: 1030 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.
- Qualified female, reserved category, minority candidates are strongly encouraged.

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