

**Advertisement Reference No: GNLU/AD/FP-40/2019
(Walk in Interview)**

Position	Hostel Attendant	Date:	Friday, 20 December 2019
Remuneration	INR 15,000 (Fixed)	Walk in Interview:	Saturday, 28 December 2019
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) Planning, administering, monitoring room allotment and inspections of the same on a daily basis;
- (ii) Contributing to ways and means and assistance in ensuring good care (physical, mental, hygiene, diet, medical, psychological) of students;
- (iii) Creating, maintaining, reporting daily attendance of students including information to parents on a daily basis;
- (iv) Maintenance and reporting of assets for procurement, audit and record purposes;
- (v) Resolution and clarification of queries and complaints of students and parents;
- (vi) Ensuring effective and timely services for plumbing, housekeeping, security etc.;
- (vii) Reporting, maintenance, compliance with disciplinary matters and informing of the same to parents and guardians on a daily and as and when required basis;
- (viii) Performance of any administrative, logistic, organization, physical function to contribute to the overall conducive environment for personal and professional development of students;
- (ix) Ensuring all infrastructure, sports, amenities related equipment and facilities provided to students are maintained in good condition;
- (x) Coordination with external agencies and service providers to contribute to overall well-being of students and maintain peace and order in the university;
- (xi) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

Essential Criteria:

- (i) HSC / 12th Standard Pass from recognized Board / Institute.
- (ii) The candidate shall have at least one year of relevant experience in working in the University / Institute is only eligible for the interview.

Highly desirable:

- (i) Experience in a Residential University.
- (ii) Basic knowledge of English language
- (iii) Basic knowledge of basic computer system;

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: 1130 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.

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