



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar

<http://www.gnlu.ac.in>

Advertisement Reference No.: GNLU/LIB-01/2026

Dated 16/07/2026

WALK-IN-INTERVIEW

Sr. No.	Name of the Post	Fixed Pay/Stipend per Month (INR)	Section	Date of Interview	Reporting Time
1	Library Assistant (Contractual)	₹25,000/- Per Month (Consolidated)	Library	22 nd July 2026, Wednesday	09:00 AM
2	Library Trainees (Contractual)	₹18,000/- Per Month (Consolidated)	Library	23 rd July 2026, Thursday	09:00 AM
3	Library Stack Assistant /Library Attendant (Contractual)	₹15,000/- - Per Month (Consolidated)	Library	23 rd July 2026, Thursday	03:00 PM

Minimum Eligibility Criteria

1) Job Title: Library Assistant

Number of Positions: 02

- **Essential Qualification:** Master of Library & Information Science (MLISc) or Master of Library Science (MLib), with at least 55% marks (or an equivalent grade in a point scale wherever a grading system is followed) from a recognised University or an equivalent degree from an accredited foreign University. The incumbent should have a minimum of one (01) year of experience in the relevant field.
- **Knowledge:** The candidate should have knowledge of library management software and maintenance of records in an institutional repository. The candidate should possess proficiency in classification and cataloguing of library materials (print & digital) and a variety of IT tools for library applications.
- **Maximum Age Limit: 35 years**
- **Brief Job Description:** Under the guidance of the Assistant Librarian and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties; -
 - Assist in book acquisition and journal subscription;
 - Assist in database subscription and renewal;

- Cataloguing & technical processing;
- Circulation services, reference services and research support services for users;
- Updating details on website and maintaining institutional repository;
- Digitisation of library records and record keeping.

2) Job Title: Library Trainees

Number of Positions: 04

- **Essential Qualification:** Master of Library & Information Science (MLISc) or Master of Library Science (MLib), with at least 55% marks (or an equivalent grade in a point scale wherever a grading system is followed) from a recognised University or an equivalent degree from an accredited foreign University.
- **Knowledge:** The candidate should have knowledge of library management software and maintenance of records in an institutional repository.
- **Maximum Age Limit: 28 years**
- **Brief Job Description:** Under the guidance of the Assistant Librarian and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties; -
 - Work in the acquisition section, research support services for users;
 - Collect and collate library statistics, information, digitization of library records, and record maintenance work;
 - Circulation counter duty and cataloging work;
 - Perform other administrative duties, as assigned.

3) Job Title: Library Stack Assistant/Library Attendant

Number of Positions: 01

- **Essential Qualification:** Any graduation degree from recognized university, or an equivalent degree from an accredited foreign University. The incumbent should have a minimum of one (01) year of experience in the relevant field..
- **Maximum Age Limit: 45 years**
- **Brief Job Description:** Under the supervision of Assistant Librarian and overall supervision of the Competent Authorities of the University, the incumbent shall perform the following duties;
 - Collect and pick up library materials;
 - Arrange library materials in shelves;
 - Shelf-reading and arrangement of books;
 - Search for missing or lost volumes;

- Assist users in searching books and other reading materials;
- Assist in books & journals processing (like stamping, barcoding, covering books with a plastic sheet);
- Assist in stock verification;
- Perform any other administrative duties, as required.

Important Instructions to the Candidates

- The appointment is for a period of 364 days and is purely contractual in nature.
- The University retains the discretion not to make any appointment against this vacancy or to make appointments with revised terms and conditions. The number of positions as indicated may increase or decrease as per the requirements of the University.
- The reporting time for the walk-in interview is mentioned in the aforementioned table. No candidate shall be considered after the given reporting time.
- The Candidates must bring three copies of their resume with photographs affixed on all copies, an original, and one set of photocopies of their Academic certificates, experience certificates, and other documents.
- After the declaration of results, the selected candidates are required to join at the earliest.
- The selected candidates shall be required to perform duties on a rotational basis, as the University Library remains operational up to 8.00 pm on regular days and may remain open till 02.00 am or throughout the night during examinations and/or on such occasions as may be notified with the approval of the Competent Authority.
- The selected candidates shall be required to work on a rotational shift basis, including weekends/University holidays, in accordance with the duty timings notified by the University from time to time. They must be willing to work in different shifts, including late-night and overnight shifts, as assigned. A one (01) day **weekly off** shall be provided on a rotational basis in accordance with the University's duty roster and applicable rules. They will be entitled to one (01) day CL for each completed month of duties.
- The candidate selected against this advertisement shall be required to work at GNLU, Gandhinagar.
- The candidate must ensure her/his eligibility and other requisite criteria before appearing for the walk-in interview for the post(s).
- The contractual appointment shall give no right of renewal, extension or conversion into a permanent appointment and shall end on the stipulated date of expiry of contract as mentioned in the appointment letter.

(Dr. Nitin Malik)
Registrar