



Gujarat National Law University

Gujarat National Law University

Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No: GNLU/RP-01/2019

Date 14th February 2019

S. No.	Name of the Post	7 th CPC Pay Scale	Number of the Post(s)
1.	Assistant Finance Officer	Level 10 (₹ 56100-177500)	01 (UR)
2.	Section Officer – Training & Extension	Level 6 (₹ 35400-112400)	01 (UR)
3.	Section Officer – General Administration	Level 6 (₹ 35400-112400)	01 (UR)
4.	Junior Clerk – Guest House	Level 2 (₹ 19900-63200)	01 (UR)

Last date for receipt of full and complete application: 05th March, 2019. (Application received on or before 05th March, 2019, 5 PM shall only be considered).

Minimum Eligibility Criteria:

1. Assistant Finance Officer

Essential:

- (i) Qualified Chartered Accountant (CA) or ICWA Degree from recognized institution
- (ii) Eight years' experience in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
 - a) Experience in carrying out Periodic Internal Audit
 - b) Experience in Preparing Budget and its execution
 - c) Experience in Reconciliation of accounts and regular submission of financial progress report as prescribed under rules
 - d) Experience in monitoring and maintains of store and fixed assets register
 - e) Experience in statutory audit matter
- (iii) Sound knowledge of Procurement/ Tendering and GEM application operationalization.
- (iv) Attended atleast two accounting workshops from a recognized institutions.
- (v) Excellent knowledge of MIS report
- (vi) Should have excellent knowledge of latest version of Tally and GST

Desirable:

- (i) Proficiency in English and Gujarati Languages.
- (ii) Valid CCC+ certificate.

2. Section Officer – Training & Extension

Essential:

- (i) Master/Bachelor Degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- (ii) Seven years' experience with Under-Graduate degree/five years' experience with Post-Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
- (iii) Professional competence includes knowledge of functioning of academic/research institution,
- (iv) Knowledge of academic and administrative regulations and rules;
- (v) Ability to work with government and academic departments and offices;
- (vi) Skills and ability to facilitate queries and questions of students of various programs and diverse backgrounds in cordial and professional manner; personal qualities include maintenance of confidentiality, long-working hours, excellent inter-personal relations; commitment to ensure completion of complex administrative tasks;
- (vii) Plan, organize and monitors inter-departmental administrative programs, University events, training and extension activities;
- (viii) Provides coordination support to the training and extension division of the University;
- (ix) Liases with internal and external authorities and individuals for supervision and follow-up on University programs and extension activities;
- (x) Provide information to senior management, faculty, staff and students on educational, research, training and extension of the University;
- (xi) Provide administrative and secretarial support in various training programs and works as a trouble-shooter to ensure last-minute follow-up, etc.
- (xii) Maintain various information databases for the purposes of use by senior management in respective domain;
- (xiii) Proficiency in English and Gujarati Languages.

Desirable:

- (i) Sound functional knowledge of Hindi Language.
- (ii) Valid CCC certificate.

3. Section Officer- General Administration

Essential Qualification and Other Requirements:

- (i) Master/Bachelor Degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government;
- (ii) Seven years' experience with Under-Graduate degree/five years' experience with Post-Graduate degree in relevant field preferably in academic-research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms;
- (iii) Professional competence includes knowledge of functioning of academic/research institution,
- (iv) Knowledge of academic and administrative regulations and rules;
- (v) Ability to work with government and academic departments and offices;
- (vi) Skills and ability to facilitate queries and questions of students of various programs and diverse backgrounds in cordial and professional manner; personal qualities include

- tactfulness, maintenance of confidentiality, long-working hours, excellent inter-personal relations; commitment to ensure completion of complex administrative tasks;
- (vii) Plan, organises and monitors inter-departmental administrative programs and activities;
 - (viii) Provides coordination support to the Office of the Director, Office of the Registrar and Office of Deans
 - (ix) Liases with internal and external authorities and individuals for supervision and follow-up on University programs
 - (x) Provide information to senior management, faculty, staff and students on educational, research, training programs of the University and obtains feedback for enhanced performance of various departments
 - (xi) Provide administrative and secretarial support in various training programs and works as a trouble-shooter to ensure last-minute follow-up, etc.
 - (xii) Ensure timely correspondence with statutory bodies and contributes to the meeting of the needs of the bodies requirements, in consultation with the Office of the Director and Registrar
 - (xiii) Maintain various information databases for the purposes of use by senior management
 - (xiv) Acts in place of Deputy Registrar, Assistant Registrar or other senior administrative officers as and when required
 - (xv) Knowledge of English and fluency in Gujarati essential;

Desirable:

- (i) Valid CCC certificate.

4. Junior Clerk – Guest House

Essential Qualification and Other Requirements:

- (i) Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- (ii) Three years' experience with Under-Graduate degree/One years' experience with Post Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
- (iii) The incumbent should have HMV/LMV valid driving license with prior driving experience;
- (iv) The Incumbent should be willing to work in odd hours in rotational shifts 24x7 and Incumbent should be willing to stay in campus;
- (v) Incumbent willing to take responsibility as multitasking staff including driving of vehicles;
- (vi) Good functioning knowledge of English essential.

Desirable:

- (i) Valid CCC certificate.
- (ii) Experience in national/international level institute.
- (iii) The incumbent should have hands on experience in handling travel itinerary.
- (iv) Preferred having hands on experience to technology/application available to check the Airline/Railways details online.

Important Instructions to the Applicants

1. The Applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
2. All posts are on a regular basis subject to the confirmation of probation after satisfactorily completion of one year probation period and in case of unsatisfactory performance extendable by maximum period of one year, but in no case the total period of probation shall exceed 24 months and on continuation of unsatisfactory performance for 24 months, the service(s) shall be terminated.
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 these must be produced at the time of selection process.
4. A candidate can apply for any number of post(s) however, separate application form is required for each post.
5. 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 two or more applications are put in one cover by the candidate.
6. Candidates already in Government / Semi Government / PSU/ Educational institution service must send their application through proper channel. An advance copy may be sent directly. However, in such cases the candidates called for selection process will have to produce the certificate in the prescribed format given in the application form, related to No Objection Certificate, or original applications duly forwarded by the competent authority of their institution, failing which he / she shall not be allowed to participate in the selection process.
7. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances.
8. Candidates shall submit the application form in the prescribed format along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
9. 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 result of interview and reasons for not being called for interview, etc.**
10. Canvassing in any form will result in disqualification.
11. The University reserves the right to offer position with revised job description to the selected candidates.
12. 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.
13. Pay of the selected candidate will be fixed as per the recommendations of the Selection Committee subject to the approval of the Executive Council of the University.
14. 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 selection process, in case, if he / she is unable to attend the selection process, for whatever reasons.
15. The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim and must produce original during the selection process.
16. Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
17. 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 prescribed for the receipt of the applications.
18. 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 a clandestine antecedents/background and has suppressed the said information, then his / her application or service shall be terminated.

19. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
20. Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
21. **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 regarding applicant(s), shortlisted or selected candidate(s) will be provided.**
22. **Application fees for each Post: ₹ 500** for candidates from unreserved category and **₹ 300** for candidates from Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories. ***Fees shall be paid through Demand Draft drawn in favor of Gujarat National Law University*** payable at Ahmedabad. No other mode of fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.
23. Duly filled in application form with the relevant supporting documents shall be sent to “**The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba-Gandhinagar, Gujarat 382426, India**”.

24. Selection Process:

The University will intimate the detailed selection process to the short-listed eligible candidate(s) after the last date of application.

Important Dates:

Date *	Particulars	Posts
07 th March 2019	Issuance of Admit Card by email (After 1700 Hrs)	All Posts
10 th March 2019	Written Test	
11 th March 2019	Release of Answer keys on website	
12 th March 2019	Clarification on answer keys by candidates	
13 th March 2019	Declaration of Result (after 1700 Hrs)	
16 th March 2019	Personal interview	
Syllabus for written examination		
Posts	Syllabus	
Assistant Finance Officer	<ul style="list-style-type: none"> • General Knowledge • Sports • Current Affairs • Computer Knowledge • English Language • Arithmetic & Mathematics • Indian History & Geography • Indian Polity • Legal Education in India and National Law Schools in India. • Current affairs, History and Geography of Gujarat state • Accounts, finance, budget and tally. • GST,GEM, Procurement, E-tendering 	

	<ul style="list-style-type: none"> • Indian Finance Policy • Financial Rules • CAG Audit • UGC Rules & Regulations • 7th Pay Guidelines for fixation of pay
SO – General Administration & SO – Training & Extension	<ul style="list-style-type: none"> • General Knowledge. • Sports. • Current Affairs (National & International). • Computer Knowledge. • English Language (Level upto Standard 12). • Arithmetic & Mathematics (Level upto Standard 12). • Indian History & Geography (Level upto Standard 12). • Indian Polity (Level upto Standard 12). • Legal Education in National Law Schools in India. • Education in India. • Current affairs, History and Geography of Gujarat state.
Junior Clerk – Guest House	<ul style="list-style-type: none"> • General Knowledge. • Sports. • Current Affairs (National & International). • Computer Knowledge. • English Language (Level upto Standard 12). • Arithmetic & Mathematics (Level upto Standard 12). • Indian History & Geography (Level upto Standard 12). • Indian Polity (Level upto Standard 12). • Legal Education in National Law Schools in India. • Education in India. • Current affairs, History and Geography of Gujarat state.

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

25. The following mechanism shall be referred to ascertain equivalent marks in percentage of the respective grades for a seven points scale:

Grade	Grade Point	Percentage Equivalent
'O'- Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E'- Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24