

Dr. Nitin Malik
Registrar

Gandhinagar, Tuesday, 16th January, 2026
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OFFICE CIRCULAR

It has been observed that the University is receiving a number of requests from employees for issuance of **No Objection Certificate (NOC)** for applying to employment outside the University. However, in many cases, such requests are not substantiated with the requisite supporting documents, such as the **official notification/ advertisement of the post, eligibility criteria, other relevant details, and the last date for submission of applications**. In some instances, details regarding submission of the application (such as whether the application has been submitted as an advance copy) are also not furnished.

It has further been observed that such requests for issuance of NOC are **directly marked to the HR Section**, without marking a copy (Cc) to the **Director and the Registrar**. In certain cases, requests are submitted **only a few days or even a few hours prior to the scheduled interview**, with instructions to issue the NOC immediately, which does not allow sufficient time for due process.

As per the **stipulated rules and regulations of the University**, and in order to follow the proper procedure for facilitating timely forwarding of applications and issuance of NOC, requests for outside employment can be considered **only when submitted well in advance, in complete form, and along with all mandatory documents**, as required for maintaining proper University records, and **only after due approval of the Competent Authority**.

Accordingly, it is hereby notified for the information of all concerned that **any request for forwarding of applications/ issuance of NOC for outside employment must invariably be accompanied by**:

- A copy of the **official notification/ advertisement of the post** been/ being applied for
- **Details of eligibility criteria** for the post as per the advertisement (copy of the advertisement must be enclosed)
- **Last date for submission of the application**
- Any other relevant information/ documents as prescribed under University rules (Copy of the Advance Copy of application for the Post if applied for)

Requests received **without the above-mentioned documents** shall be returned to the applicant for **completion of requirements**, which may result in avoidable delays in processing.

All employees are, therefore, **requested to adhere to the above instructions** while submitting requests for forwarding of applications/ issuance of NOC for outside employment. This will facilitate the University Administration in processing such requests **in a timely manner**, ensuring compliance with



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rules and maintenance of proper records, and issuance of forwarding/NOC only after due approval of the Competent Authority.

This circular shall come into force with **immediate effect**.



Nitin Malik
16/01/2026

Dr. Nitin Malik

REGISTRAR

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Copy to :

1. Hon'ble Director : For kind information
2. Head Academic Affairs, GNLU
3. Head Research & Development Cell, GNLU
4. All Faculty Members
5. All Administrative Staff Members
6. Assistant Registrar (HR)
7. Guard File