

Advertisement Reference No: AD- 11/2018

Walk in interview

Position	Administrative Assistant	Walk in interview date : 24 May 2018 at 9.30 am
Remuneration	INR 20,000 (Fixed)	
Department	Administration	Requirements Educational Qualification, Knowledge, Skills and Experience
<p>Role and Responsibilities: Under the guidance and supervision of the Registrar, the incumbent shall perform the following role and responsibilities;</p> <p>(i) Provide professional, efficient administrative support to the office of the Registrar for the day-to-day work;</p> <p>(ii) Coordinate with various sections/divisions of the university and various outside agencies on behalf of the Registrar/University;</p> <p>(iii) Managing the day-to-day operations of the office of the Registrar;</p> <p>(iv) Preparing and editing correspondence, reports, and presentations of the office of Registrar;</p> <p>(v) Keep and maintain records pertaining to the students and staff;</p> <p>(vi) Make necessary arrangements for holding University functions;</p> <p>(vii) Ensure compliance with academic, regulatory and accreditation policies and requirements;</p> <p>(viii) Provide secretarial support to the Office of Registrar;</p> <p>(ix) Keep liaison with the all regulatory and statutory bodies such as UGC, Government of India, BCI, NAAC and Government of Gujarat department's on behalf of office of Registrar;</p> <p>(x) Perform any other duties as assigned by the University Authorities.</p>		<p>Essential Criteria:</p> <p>(i) Bachelor's/Master's Degree with at least 55% marks in any discipline.</p> <p>(ii) Excellent knowledge of computer system,</p> <p>(iii) Ability to innovate and to improve programmes or services and to pursue new ideas and methods;</p> <p>(iv) Excellent communication skills;</p> <p>(v) Fluency in English language</p> <p>Highly desirable:</p> <p>(i) Demonstrated knowledge of modern electronic student record storage and delivery systems;</p> <p>(ii) Demonstrated knowledge of UGC, Government of India, BCI, NAAC and Government of Gujarat regulations;</p> <p>(iii) Demonstrated problem solving skills;</p> <p>(iv) Positive attitude and ability to plan and adapt to change;</p> <p>(v) Excellent inter-personal and team-building skills;</p> <p>(vi) Ability to collaborate effectively with various departments and cross-functional teams.</p>
<p>Important Notes:</p> <ul style="list-style-type: none"> • This appointment is purely on contractual basis through outsourcing agency. • Walk in Interview Date: Thursday, 24 May 2018. <u>Reporting time for walk in Interview: 9.30 am. (No candidate shall be considered for walk in interview after 9.30 am.)</u> • Candidates are required to bring three copies of their resume, original and two sets of photocopy of their Academic certificates, Experience certificate and other documents. 		
<p>Address: The Registrar, Gujarat National Law University, <i>Attalika</i> Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat (INDIA); Email: career@gnlu.ac.in, tel: +91 (79) 2327 6611/12</p>		