



Gujarat National Law University

Gujarat National Law University
Administrative Directive
GNLU/AD/44/15



Gandhinagar, Wednesday, 30 September 2015

Subject: Nomenclature of Administrative Posts

1. Purpose

To harmonise and bring uniformity in the nomenclature of various administrative units and posts with the applicable norms, the following shall be used for all purposes. Concerned staff members shall change their signature/details and use the nomenclature accordingly. The functional areas or assignments given to concerned staff members shall be appropriately changed by the Office of the Registrar and kept in the personal file of Individual staff members. In case of clarification, the concerned staff member may approach the Office of the Registrar.

Post and Nomenclature	Applicability (Pay-Scale and Grade)
Section Head (Information and Communication Technology)	15600-39100/Consolidated Pay
Section Head (Assistant Librarian)	15600-39100/Consolidated Pay
Section Head (Assistant Controller of Examinations)	15600-39100/Consolidated Pay
Section Head (Assistant Finance Officer)	15600-39100/Consolidated Pay
Assistant Director of Physical Education & Sports	15600-39100/Consolidated Pay
Section Officer	9300-34800 GP 4600/Consolidated Pay
Deputy Section Officer	9300-34800 GP 4200/Consolidated Pay
Junior Section Officer	5200-20200 GP 2800/Consolidated Pay
Library Assistant	5200-20200 GP 2800/Consolidated Pay

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Senior Clerk	5200-20200 GP 2400/Consolidated Pay
Junior Clerk	5200-20200 GP 1900/Consolidated Pay
PS to Director	9300-34800 GP 4600/Consolidated Pay
Nurse	9300-34800 GP 4600/Consolidated Pay
PA to Registrar	9300-34800 GP 4200/Consolidated Pay
Hostel Wardens	Irrespective of Pay
Electrician	Irrespective of Pay
Driver cum Office Attendant	Irrespective of Pay
Campus Supervisor cum Jr. Clerk	Irrespective of Pay
Receptionist cum Office Attendant	4440-7440 GP 1300 /Consolidated Pay
Office Attendant	4440-7440 GP 1300/Consolidated Pay
Gardener cum Office Attendant	4440-7440 GP 1300 /Consolidated Pay
Plumber cum Office Attendant	Irrespective of Pay
Assistant Curator	Irrespective of Pay
Technical Assistant	Irrespective of Pay

This directive will come into force with immediate effect.



Signature Bimal N. Patel
Bimal N. Patel
Director