



Gujarat National Law University
Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No: GNLU/RP-03/2018

Date 20th December 2018

CORRIGENDUM

W.r.t. Post of Junior Clerk- Guest House.

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 UGC.
- (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) Basic knowledge of English and Hindi and fluency in Gujarati essential;
- (iv) The incumbent should have HMTV/LMTV valid driving license with prior driving experience;
- (v) The incumbent should be willing to work odd hours and in rotational shift 24X7.

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.
