

Gujarat National Law University
Gandhinagar, Gujarat & Silvassa Campus, UT of DNH & DD
RECRUITMENT ADVERTISEMENT FOR GNLU-SILVASSA CAMPUS
FOR NON-TEACHING POSITION ON DEPUTATION BASIS
(Advertisement Reference No. : GNLU-S/RP-03/2023 Dated 14/07/2023)

Name of the Position	7 th CPC Pay Scale	Number of Position	Tenure
Deputy Registrar	Level 12 (₹ 78,800-2,09,200)	01 (On Deputation basis)	3 Years

Minimum Eligibility Criteria for the Position

	Deputy Registrar
	Essential Qualification & Experience:
	Officers holding analogous positions on regular basis in Pay Level 12 or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/ State Government, Universities and other autonomous Organisations.
	Age: The maximum age limit to apply for the post shall be 56 years.
	Desirable:
	Experience in computer-based Finance & Accounts/ Audit/ Academics/ Purchase & Stores/ Establishment/ Personnel & HR/ General Administration.

Important Instructions to the Candidates

- The Candidate selected against the advertisement shall have to work at Gujarat National Law University (GNLU), Silvassa Campus, Dadra & Nagar Haveli-396230, (DNH&DD), India.
- The candidate must ensure his/ her eligibility and other requisite criteria before applying for the position and then apply.
- The advertised position is un-reserved as per the norms. The tenure of position is on deputation basis for a period of three years with full scale including all the benefits i.e. HRA, TA & DA etc. as per the University norms.
- The review of performance of incumbent appointed will be carried out annually. In case of unsatisfactory performance the services shall be terminated.
- The appointment shall give no right to renewal, extension or conversion into permanent appointment at any stage and shall be put to an end on expiry of tenure.
- Candidates under the Central/ State Governments/ Universities/ recognised Research Institutes or Institute of National Importance or Govt. Laboratory or PSUs found eligible must apply for the position through proper channel alongwith vigilance clearance & attested copy of last five years ACR/ APARs.
- Any Vigilance/ Disciplinary / Criminal cases should not be pending/ contemplated against the entrant working in any Government Organisation/ PSUs. In such cases, the candidature shall not be considered.
- The candidate should not have been convicted by any Court of Law during his/ her entire career.
- The character of a person must render him/ her suitable in all respect for the position. Persons dismissed/ involved in any disciplinary cases by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government shall be deemed to be ineligible for the position.

10. Candidates shall send their self-attested copies of certificates and mark-sheets from SSC onwards relevant to the qualifications acquired. Original Certificates should not be sent alongwith the application form, but must be produced at the time of selection process.
11. Candidates already in Government/ Semi Government/ PSU/ Educational Institution must send their application through proper channel. However, an advance copy may be sent directly to the University. In such cases, the candidates called for selection process will have to produce No Objection certificate as per the prescribed format given in the application form. Failing which, he/ she shall not be permitted to appear before the selection process.
12. Candidates shall submit the application form as per the prescribed format alongwith recent passport size photograph affixed thereon. Other than prescribed format/ incomplete application will not be entertained in any case. Application or resume sent through e-mail/ received after the last date of submission due to Postal delay or any other reason shall not be considered under any circumstances.
13. The Candidate has to ensure that his/ her application is received by the University within the stipulated timeframe. No correspondence will be entertained by the University regarding delay in postal service, not being called for interview or about the result of interview etc.
14. Canvassing in any form will result in disqualification.
15. Selected candidate(s) must join the University on the specified date as determined. University reserves the right not to appoint any selected candidate if he/ she is unable to join by the designated date.
16. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate(s) shall be considered for selection process after the prescribed date and time for what so ever the reason.
17. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website (www.gnlus.ac.in) in the event of any typographical error before the last date prescribed for the receipt of application. In case of any addition/ deletion pertaining to advertisement, the same shall be published in University website (www.gnlus.ac.in) only.
18. University shall verify the antecedents submitted by the candidate at any time i.e. at the time of recruitment or during the tenure of his/ her service. If the given information(s) found to be incorrect at a later stage or the candidate has a clandestine antecedents/ contextual and has muffled any information, then his/ her application or service shall be terminated without notice.
19. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
20. Eligibility of the candidate will be determined on last date of receipt of the application.
21. University reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. No personal details/ information regarding candidate(s) shortlisted/ selected shall be provided to any one at any stage.
22. The application duly filled in all respect alongwith self-attested photocopies of certificates should reach **“The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar, Gujarat-382426, India”** by **5:00 PM** on or before **14th August,2023** through proper channel by Indian Post i.e. Registered Post or Speed Post)/ Courier. Submission of application other than the prescribed format will not be accepted by the University/ taken into consideration.
23. The envelope should be superscribed as **“Application for the position of Deputy Registrar (On Deputation basis) at GNLU-Silvassa Campus”**.
24. The University will intimate the eligible shortlisted candidate(s) after the last date of application through e-mail as provided by the candidate(s) in the application form.

25. Important Dates:

Last Date to reach Application:	14 th August, 2023 by 5:00 PM
Date of Interview:	19 th August, 2023 (Detailed Interview schedule will sent to the Eligible candidates through an Email provided

Registrar