

Advertisement Reference No. : GNLU/AD/FP-012/2022**Walk in Interview**

Position :	Senior Clerk	Date :	Tuesday, 02nd August,2022
Remuneration :	₹ 25,000/- Per month (Fixed)	Walk In Interview :	Wednesday, 10th August,2022
Department :	Administration		

Roles and Responsibilities : Under the guidance and supervision of the Director and Registrar, the incumbent shall perform following roles and responsibilities;

- Provide professional, efficient administrative support to the Office of the Registrar for day-to-day work;
- Coordinate with various sections/ divisions of the University and various outside agencies on behalf of the Registrar/ University;
- Managing day-to-day operations of the administrative work allocated;
- Keep and maintain records pertaining to the students and staff;
- Make necessary arrangements for holding University functions;
- Perform any other duties including administrative, coordination etc. as required to achieve the aims and objectives of the University;

Essential Criteria :

- (i) Any Bachelor's Degree from a recognized Institute/ University, or an equivalent degree from an accredited Foreign University;
- (ii) Minimum three (03) years of work experience in any University/ Higher Educational Institute/ Research Institute;
- (iii) Excellent working knowledge of functioning Computer system, MS Office functions, Office Management Practices;
- (iv) Excellent communication skills (both written & verbal), interpersonal skills and multi-tasking abilities;

Highly desirable :

- (i) Good working knowledge of rules & regulations of University/ Higher Educational Institute relating to academics, admissions, accounts, service conditions and related financial matters;
- (ii) Proficiency in MS Office and should have hands on Experience with ERP/ any other software in latest versions.
- (iii) Fluency in English language;

Important Notes:

- This appointment is for a period of 364 days and purely on Contractual basis.
- The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- Walk in Interview Date: Wednesday, 10th August, 2022. *Reporting time for walk in interview: 1000 hrs.*
- Candidates are required to bring three copies of their resume with photograph affixed on all copies, original and one set of photocopy of their academic certificates, experience certificate and other documents.

Registrar (I/c)

Address: The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA) Email ID : hr@gnlu.ac.in, Tele : +91 (79) 2327 6611/12