

**Advertisement Reference No: GNLU/AD/FP-04/2020  
(Walk in Interview)**

<b>Position</b>	<b>Senior Clerk</b>	<b>Date</b>	<b>Wednesday, 08 January, 2020</b>
<b>Remuneration</b>	<b>INR 25,000 (Fixed)</b>	<b>Walk in Interview</b>	<b>Saturday, 18 January, 2020</b>
<b>Division</b>	<b>Administration</b>	<b>Requirements: Educational Qualification, Knowledge, Skills and Experience</b>	

**Roles and Responsibilities** Under the direct supervision of the Registrar and overall guidance of the Director, shall perform the following roles and responsibilities:

- (i) Provide professional, efficient administrative support to the office of the Registrar for the day-to-day work;
- (ii) Coordinate with various sections/divisions of the university and various outside agencies on behalf of the Registrar/University;
- (iii) Managing the day-to-day operations of the Administrative work allocated;
- (iv) Keep and maintain records pertaining to the students and staff;
- (v) Make necessary arrangements for holding University functions;
- (vi) Perform any other duties as required to achieve the aims and objectives of the University.

**Essential Criteria:**

- (i) Graduate degree pass from a recognized institute / University, or an equivalent degree from an accredited foreign university
- (ii) Minimum three years of Administrative work experience in educational institute/University/ Government organization.

**Highly desirable:**

- (i) Experience in national/international level institute
- (ii) Good communication skills
- (iii) Excellent knowledge of functioning of computer system
- (iv) Ability to collaborate effectively with various departments and cross-functional teams

**Important Notes:**

- This appointment is for 364 days and contractual in nature.
- The University retains the discretion not to make any appointment, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix the 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.
- Reporting time for walk in Interview: 1000 hrs. (No candidate shall be considered for walk in interview after 1015 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 (I/c), Gujarat National Law University, *Attalika* Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: [careers@gnlu.ac.in](mailto:careers@gnlu.ac.in), tel: +91 (79) 2327 6611/12