



Gujarat National Law University

**Gujarat National Law University**  
**Gandhinagar, Gujarat, INDIA**  
**Vacancy Advertisement Reference No: GNLU/AD/FP-26/2019**

**WALK-IN INTERVIEW**  
**Saturday, 09<sup>th</sup> November, 2019**

Sr. No.	Name of the Post	Fixed Pay Per Month (INR)	Section	Reporting Time
1	Library Assistant	25,000/-	Library	10:00 AM
2	Library Stack Assistant	15,000/-	Library	10:00 AM
3	ICT Support Executive	25,000/-	ICT	10:30 AM
4	ICT cum Audio Visual Assistant	15,000/-	ICT	10:30 AM
5	Junior Clerk	20,000/-	General Administration	11:00 AM
6	Senior Clerk	25,000/-	General Administration	11:00 AM
7	Office Attendant	15,000/-	General Administration	11:00 AM

**Minimum Eligibility Criteria**

**1) Library Assistant**

**Essential Qualification**

- (i) Masters' in Library Science (M.L.I.Sc) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized institute/university, or an equivalent degree from an accredited foreign university;
- (ii) The incumbent should have minimum of one (01) year of experience.

**Highly desirable**

- (i) Excellent inter-personal and team-building skills;
- (ii) Good communication skills;
- (iii) Hands on experience in handling Library related software.

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**Roles and Responsibilities:** Under the guidance of Assistant Librarian and overall supervision of the Registrar/Director, the incumbent shall perform the following duties; -

- (i) Books acquisition, journal subscription;
- (ii) Database subscription & renewal;
- (iii) Cataloguing & books process;
- (iv) Circulation services, reference services;
- (v) Website updating, maintain institutional repository;
- (vi) Record keeping;
- (vii) Works on shift duty/late hours and holidays.

## **2) Library Stack Assistant**

### **Essential Qualification**

- (i) Any Graduation Degree from recognized institute/university, or an equivalent degree from an accredited foreign university;
- (ii) The incumbent should have minimum of one (01) year of experience.

### **Highly desirable**

- (i) Excellent inter-personal and team-building skills;
- (ii) Good communication skills;
- (iii) Hands on experience in handling Library related software.

**Roles and Responsibilities:** Under the guidance of Assistant Librarian and overall supervision of the Registrar/Director, the incumbent shall perform the following duties;-

- (i) Collects, picks up library materials;
- (ii) Arranges library materials in re-shelving areas; re-shelves in proper order with subject wise;
- (iii) Shelf-reads collections and maintains proper arrangement on shelves; search for missing or lost volumes;
- (iv) Assist users in searching books and other materials;
- (v) Assist in books & journals processing (like stamping, barcoding, covering books with plastic sheet);
- (vi) Assist in stock verification;
- (vii) Perform any other administrative duties as required;
- (viii) Works in shift duty/late hours and holidays.

## **3) ICT Support Executive**

### **Essential Qualification**

Any Graduation Degree from recognized institute / university, or an equivalent degree from an accredited foreign university;

### **Highly desirable**

- (i) Minimum five (05) years of experience in Computer Hardware & Software Maintenance, Operations and Support work;
- (ii) Sound knowledge of Audio Visuals/PA system equipment operations, operation

- of CCTV system and support;
- (iii) Certificate in Computer Concept or Equivalent Course from Govt. recognized institute/university.

**Roles and Responsibilities:** Under the guidance of ICT System Manager and overall supervision of the Registrar/Director, the incumbent shall perform the following duties; -

- (i) Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia Projector, and Sound/AV System in the university campus;
- (ii) CCTV cameras status monitoring and support work;
- (iii) ICT support during various Event/Seminar/Workshop at Auditorium/ Event Hall in the university;
- (iv) Computer/Internet user registration process;
- (v) Support for Video Conferencing, Scanning & Printing services;
- (vi) ICT support to visiting/guest users;
- (vii) Receiving any complain related to PC/Internet / Network related issue in the Offices/Class Room/Hostel and do trouble shooting and complain solving work;
- (viii) Assisting students and faculty for laptop system settings and operating system and application software, word-processing, scanning, and printing;
- (ix) Provide help in the Administrative assistance work of ICT Section;
- (x) Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.

#### **4) ICT cum Audio Visual Assistant**

##### **Essential Qualification**

HSC/12th Standard pass from recognized Board.

##### **Highly desirable**

- (i) Minimum two (02) years of experience in Computer Hardware & Software Maintenance, Operations and Support;
- (ii) Sound knowledge of operation of Audio Visuals/PA system equipment, Computer Hardware, Network & Multimedia Projectors;
- (iii) Sound knowledge of installation of operating system and office application software.

**Roles and Responsibilities:** Under the guidance of ICT System Manager and overall supervision of the Registrar/Director, the incumbent shall perform the following duties;-

- (i) Maintenances and support for Audio Visual/PA System and Computer systems in the Class Rooms, Auditorium, and Conference Hall and meeting rooms.
- (ii) Day to day maintenance, preventive and curative maintenance of Audio Visual equipment in the university.
- (iii) Ensures timely assistance to the staff and students for the use of AV and related equipment and support.
- (iv) Maintenance and support of Computer Hardware, Network and Peripherals.
- (v) Perform any other duties including administrative, coordination, etc. as required to achieve the aims and objectives of the University.

## 5) Junior Clerk

### Essential Qualification

- (i) Any Graduation Degree from recognized institute / university, or an equivalent degree from an accredited foreign university;
- (ii) Excellent knowledge of functioning of computer system;
- (iii) Good communication skills;
- (iv) Fluency in English language;
- (v) Minimum one (01) year of Administrative work experience in Educational Institute/University.

### Highly desirable

- (i) Demonstrated knowledge of modern electronic student record storage and delivery systems;
- (ii) Demonstrated problem solving skills;
- (iii) Positive attitude and ability to plan and adapt to change;
- (iv) Excellent inter-personal and team-building skills;
- (v) Ability to collaborate effectively with various departments and cross-functional teams.

**Roles and Responsibilities:** Under the guidance and supervision of the Registrar, the incumbent 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 assigned by the University Authorities.

## 6) Senior Clerk

### Essential Qualification

- (i) Any Graduation Degree from recognized institute / university, or an equivalent degree from an accredited foreign university;
- (ii) Excellent knowledge of functioning of computer system;
- (iii) Good communication skills;
- (iv) Fluency in English language;
- (v) Minimum three (03) years of Administrative work experience in Educational institute/university.

### Highly desirable

- (i) Demonstrated knowledge of modern electronic student record storage and delivery systems;
- (ii) Demonstrated problem solving skills;

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- (iii) Positive attitude and ability to plan and adapt to change;
- (iv) Excellent inter-personal and team-building skills;
- (v) Ability to collaborate effectively with various departments and cross-functional teams.

**Roles and Responsibilities:** Under the guidance and supervision of the Registrar, the incumbent 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 assigned by the University authorities.

## **7) Office Attendant**

### **Essential Qualification**

HSC/12th Standard pass from recognized Board.

### **Highly desirable**

Minimum three (03) years experience in relevant area preferably in educational institutions.

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

- (i) Greeting visitors and providing relevant information;
- (ii) Intimating the person when his or her visitors arrive;
- (iii) Handling the telephone and taking messages;
- (iv) Sorting and distributing the incoming posts;
- (v) Sending out the external documents to relevant sections after noting;
- (vi) Sending and receiving faxes;
- (vii) Circulating official documents such as office memos;
- (viii) Responsible for departmental supplies and inventories, including tracking status and orders;
- (ix) Coordinate and organize department activities and functions like meetings; schedule, obtain use of rooms, and set up the rooms and equipment to be used.

## **Important Notes:**

- This appointment is for 364 days and contractual in nature.
- The University retains the discretion not to make any appointment to this vacancy or to make an appointment at a revised remuneration.

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- Walk in Interview Date: Saturday, 09<sup>th</sup> November, 2019. Reporting time for walk in Interview as mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
- The 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.