



**Gujarat National Law University
Gandhinagar, Gujarat, INDIA**

Thursday, 28th November, 2019

Vacancy Advertisement Reference No: GNLU/AD/FP-34/2019

WALK-IN-INTERVIEW
Tuesday, 03rd December, 2019

Sr. No.	Name of the Post	Fixed Pay Per Month (INR)	Reporting Time
1.	Campus Facility Supervisor	20,000/-	9:30 AM
2.	Head Nurse	35000/-	10:30 AM
3.	Warden (Boy's / Girl's)	15,000/-	11:30 AM

Minimum Eligibility Criteria

1) CAMPUS FACILITY SUPERVISOR

Essential Qualification

- (i) Diploma in any discipline from recognized University;
- (ii) The candidate shall have more than ten years of experience in construction and civil works supervising.

Highly desirable

- (i) Presentation, communication and decision making skills;
- (ii) Excellent knowledge of English language;
- (iii) Experience in maintenance of the educational institute/University is desirable;
- (iv) Good knowledge of AUTOCAD, Excel and MS Office

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

- (i) Ensure efficient and cost effective management of all spaces and facilities;
- (ii) Manage and maintain all areas of campus to a standard that is conducive to excellence in learning and teaching;
- (iii) Plan, organize, coordinate and direct activities related to maintaining and operating the facilities;
- (iv) Schedule, plan, organize and manage staff responsible for maintenance, repair, and upkeep of buildings and facilities;
- (v) Maintain all necessary documentation related to campus;

- (vi) Ensure compliance with applicable codes, laws, rules, regulations, standards, policies and procedures;
- (vii) Ensure health and safety obligations are complied with by facility staff and independent contractors;
- (viii) Act as point of contact for internal and external groups using facility;
- (ix) Coordinate procurement of equipment, supplies and materials to perform required duties effectively and efficiently;
- (x) Prepare and complete various forms, reports, correspondence, purchase orders etc;
- (xi) Promote the facility to maximize its utilization;
- (xii) Manage major and minor building construction and repair projects;
- (xiii) Ensure proper lighting, electricity, ventilation, air-conditioning etc. in all parts of the campus;
- (xiv) Ensure excellent cleanliness in the entire campus;
- (xv) Ensure efficient and effective Garden maintenance, and Services like Canteen, Cafeteria, Gymnasium, Security and House Keeping;
- (xvi) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

2) HEAD NURSE

Essential Qualification

- (i) Master/Bachelor Degree or Diploma in Nursing from a recognized University or any equivalent qualification recognized by the Government.
- (ii) The candidate shall have more than ten years of relevant experience in working in the University / Government organization / PSUs is only eligible

Highly desirable

- (i) Good knowledge of English language;
- (ii) Good knowledge of functioning of basic computer system;

Roles and Responsibilities: Under the guidance of Medical Officer and overall supervision of the Registrar/Director, the incumbent shall perform the following duties:-

- (i) Ensure the efficient and accurate delivery of consultation and necessary healthcare to the students and staff at GNLU;
- (ii) Maintain all medical records of the patients on routine basis;
- (iii) Ensure that the first aid and emergency medicines required in the clinic are available at all the times, to meet any urgent medical needs;
- (iv) Report all the matters of importance/seriousness, pertaining to students' healthcare or any general potential hazards at all the times;
- (v) Ensure proper health care to students' from time to time on problems being faced or as and when the circumstances demand through consultation and awareness programs;
- (vi) Provide the details/history of the patient to their parents, if require with prior permission of the University authorities;
- (vii) Comply with occupational health & safety requirements as per the government norms;
- (viii) Overall management and administration of the healthcare center;
- (ix) Provide guidance and suggestions for improvement of medical facilities on the campus on regular basis;
- (x) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

3) WARDEN (BOY'S / GIRL'S)

Essential Qualification

- (i) Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government;
- (ii) The candidate shall have more than one year of relevant experience in working in the University / Institute is only eligible for the interview.

Highly desirable

- (i) Good knowledge of English language
- (ii) Good knowledge of basic computer system;

Roles and Responsibilities: Under the guidance of the Registrar/Director, the incumbent shall perform the following duties; -

- (i) Planning, administering, monitoring room allotment and inspections of the same on a daily basis;
- (ii) Contributing to ways and means and assistance in ensuring good care (physical, mental, hygiene, diet, medical, psychological) of students;
- (iii) Creating, maintaining, reporting daily attendance of students including information to parents on a daily basis;
- (iv) Maintenance and reporting of assets for procurement, audit and record purposes;
- (v) Resolution and clarification of queries and complaints of students and parents;
- (vi) Ensuring effective and timely services for plumbing, housekeeping, security etc.;
- (vii) Reporting, maintenance, compliance with disciplinary matters and informing of the same to parents and guardians on a daily and as and when required basis;
- (viii) Performance of any administrative, logistic, organization, physical function to contribute to the overall conducive environment for personal and professional development of students;
- (ix) Ensuring all infrastructure, sports, amenities related equipment and facilities provided to students are maintained in good condition;
- (x) Coordination with external agencies and service providers to contribute to overall well-being of students and maintain peace and order in the university;
- (xi) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

Important Notes

- ❖ This appointment is for 364 days, subject to extension as per University requirements.
- ❖ 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.
- ❖ 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)