



Gujarat National Law University

Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No: GNLU/RP-02/2019

14th April 2019

S. No.	Name of the Post	7 th CPC Pay Scale	Number of the Post(s)	Type of Post
1.	Registrar	Level 14, (₹ 144200 – ₹ 218200)	01 (UR)	Contractual
2.	Assistant Finance Officer	Level 10, (₹ 56100-₹ 177500)	01 (UR)	Contractual
3.	Assistant Director of Physical Education & Sports	Level 10, (₹ 56100 -₹ 177500)	01 (UR)	Regular*
4.	Senior Internship & Placement Manager	Level 10, (₹ 56100 – ₹ 177500)	01 (UR)	Contractual
5.	Section Officer- Internship and Placement	Level 6, (₹ 35400-₹ 112400)	01 (UR)	Contractual
6.	Senior Clerk – Boy's Hostel Warden	Level 4, (₹ 25500 – ₹ 81100)	01 (UR)	Regular

*Refer - Important Terms and Instructions as mentioned below.

Last date for receipt of full and complete application: 04th May, 2019. (Application received on or before 04nd May, 2019, 5 PM shall only be considered).

Minimum Eligibility Criteria:

1. REGISTRAR

Pay Scale- Level 14 (₹ 144200 – ₹ 218200)

Essential:

- Master's degree with at least 55% of the marks or its equivalent grade in point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/ or other institutions of higher education

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

2. ASSISTANT FINANCE OFFICER:

Pay Scale: Level 10 (₹ 56100- ₹ 177500)

Essential:

- (i) Qualified Chartered Accountant (CA) or ICWA Degree from recognized institution.
- (ii) Eight years' experience in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
 - a) Experience in carrying out Periodic Internal Audit
 - b) Experience in Preparing Budget and its execution
 - c) Experience in Reconciliation of accounts and regular submission of financial progress report as prescribed under rules
 - d) Experience in monitoring and maintains of store and fixed assets register
 - e) Experience in statutory audit matter
- (iii) Sound knowledge of Procurement/ Tendering and GEM application operationalization.
- (iv) Attended atleast two accounting workshops from a recognized institutions.
- (v) Excellent knowledge of MIS report
- (vi) Should have excellent knowledge of latest version of Tally and GST

Desirable:

- (i) Proficiency in English and Gujarati Languages.
- (ii) Valid CCC+ certificate.

3. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS

Pay Scale- Level 10 (₹ 56100- ₹ 177500)

Essential:

- (i) M. P. Ed from a recognized university or any equivalent qualification recognized as such by the Government.
- (ii) Eight years' experience in relevant field preferably in educational institution/Government / Semi Government/ Public or Private Enterprise or institute.

Desirable:

- (i) Experience in national/international level institute.
- (ii) PhD in relevant discipline
- (iii) Recognition at national and international level in relevant discipline.
- (iv) Capacity to visualize and execute new ideas and projects in relevant area.

4. SENIOR INTERNSHIP & PLACEMENT MANAGER

Pay Scale- Level 10 (₹ 56100- ₹ 177500)

Essential:

- (i) Master degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government
- (ii) Eight years' experience in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise or institute.

Desirable

- (i) Experience or ability to generate employment opportunities for students.
- (ii) Experience or ability to correspond with prospective recruiters across India and abroad for placements and Internships.
- (iii) Ability to ensure higher percentage of placement of students for all programmes offered at University.

- (iv) Ability to organize workshops/ presentations in collaboration with different organization for Career Planning services through innovative methods.
- (v) Ability to help students in identifying employment options that match their career interests.
- (vi) Ability to Strengthen the Alumni Relationship and related activities.
- (vii) Ability to Strengthen the Student Exchange and related activities.

5. SECTION OFFICER- INTERNSHIP AND PLACEMENT

Pay Scale- Level 6 (₹ 35400- ₹ 112400)

Essential:

- (i) Master/Bachelor Degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- (ii) Seven years' experience with Under-Graduate degree/five years' experience with Post-Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.

Desirable

- (i) Experience or ability to generate employment opportunities for students.
- (ii) Experience or ability to correspond with prospective recruiters across India and abroad for placements and Internships.
- (iii) Ability to ensure higher percentage of placement of students for all programmes offered at University.
- (iv) Ability to organize workshops/ presentations in collaboration with different organization for Career Planning services through innovative methods.
- (v) Ability to help students in identifying employment options that match their career interests.
- (vi) Ability to Strengthen the Alumni Relationship and related activities.
- (vii) Ability to Strengthen the Student Exchange and related activities.

6. SENIOR CLERK- BOY'S WARDEN

Pay Scale- Level 4 (₹ 25500 – ₹ 81100)

Essential:

- (i) Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- (ii) Four years' experience with Under-Graduate degree/Two years' experience with Post-Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
- (iii) Good knowledge of English language.
- (iv) The incumbent is required to stay in Campus.

Desirable:

- (i) Valid CCC certificate.

Important Terms and Instructions

1. All posts (except the posts of Assistant Director of Physical Education & Sports* and Senior Clerk – Boy's Hostel Warden) are contractual for the term of 5 year (including 1 year probation) subject to satisfactory completion of probation of initial one year. In case of unsatisfactory performance, the probation is extendable by maximum period of another one year, but in no case, the total period of probation shall exceed beyond 24 months. On continuation of unsatisfactory performance for a period of total 24 months, the service(s) shall be terminated.
2. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.

3. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter.
4. ***Assistant Director of Physical Education & Sports:** Considering the qualification/experience/performance and suitability of the candidate, the Selection Committee/University reserves the right to offer either regular or 5 years contract.
5. **Senior Clerk – Boy's Hostel Warden:** Post is on a regular basis subject to the confirmation of probation after satisfactorily completion of one year. In case of unsatisfactory performance probation is extendable by maximum period of one year, but in no case the total period of probation shall exceed total 24 months and on continuation of unsatisfactory performance for total 24 months, the service(s) shall be terminated.
6. The Applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
7. Candidates shall send self-attested copies of certificates and mark-sheets from SSC onwards in support of their qualifications. Originals shall not be sent along with the application but these must be produced at the time of selection process.
8. A candidate can apply for any number of post(s) however, separate application form is required for each post.
9. Application for each post must be placed in a separate cover and the name of the post applied for, must be super-scribed on the envelope without fail. The University shall not be responsible for any misplacement, omission, non-receipt etc. if two or more applications are put in one cover by the candidate.
10. Candidates already in Government / Semi Government / PSU/ Educational institution service must send their application through proper channel. An advance copy may be sent directly. However, in such cases the candidates called for selection process will have to produce the certificate in the prescribed format given in the application form, related to No Objection Certificate, or original applications duly forwarded by the competent authority of their institution, failing which he / she shall not be allowed to participate in the selection process.
11. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances.
12. Candidates shall submit the application form in the prescribed format along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
13. It is the applicant's duty to ensure that his/her application is received by the University within the stipulated timeline. **No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview, etc.**
14. Canvassing in any form will result in disqualification.
15. The University reserves the right to offer position with revised job description to the selected candidates.
16. Selected candidates must join the duty on a date determined by the University. The University reserves the right not to appoint a selected candidate if he / she is unable to join the duties on a designated date.
17. Pay of the selected candidate will be fixed as per the recommendations of the Selection Committee subject to the approval of the Executive Council of the University.
18. No TA/DA shall be paid for attending/participating in the selection process. No shortlisted candidate will be considered after the prescribed date and time of selection process, in case, if he / she is unable to attend the selection process, for whatever reasons.
19. The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim and must produce original during the selection process.
20. Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.

21. The University reserves the right to alter / insert any corrections / additions in the advertisement through **website** in the event of any typographical error before the last date prescribed for the receipt of the applications.
22. The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the information(s) given by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his / her application or service shall be terminated.
23. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
24. Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
25. **The University reserves the right not to fill up any or all the vacancies advertised, if the circumstances so warrant. No correspondence / enquiry will be entertained from the candidates in connection with the process of selection / interview. No personal details regarding applicant(s), shortlisted or selected candidate(s) will be provided.**
26. **Application fees:**
- **Registrar: ₹ 1000** for candidates from unreserved category and **₹ 700** for candidates from Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories.
 - **All other posts: ₹ 500** for candidates from unreserved category and **₹ 300** for candidates from Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories.
 - ***Fees shall be paid through Demand Draft drawn in favor of Gujarat National Law University*** payable at Ahmedabad. No other mode of fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.
27. Duly filled in application form with the relevant supporting documents shall be sent to “**The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba-Gandhinagar, Gujarat 382426, India**”.
28. **Selection Process:**
The detailed selection process will be mentioned in Interview Card/Admit Card.

Important Dates:

Date *	Particulars	Posts
04 th May, 2019	Last date of receipt of the Application	All Posts
06 th May, 2019	Issuance of Interview Card/Admit Card through an email (After 1700 Hrs)	All Posts
09 th May, 2019	Written Test	All posts except for the post of Registrar
12 th May, 2019	Declaration of Result (after 1600 Hrs)	All posts except for the post of Registrar
14 th May, 2019	Personal interview	For the post of Registrar

15 th May, 2019	Personal interview	<ul style="list-style-type: none"> • Assistant Finance Officer • Assistant Director of Physical Education & Sports • Senior Internship & Placement Manager
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*University reserves the right to change the specified dates, if required.

Syllabus for written examination	
Posts	Syllabus
Assistant Finance Officer	<ul style="list-style-type: none"> • General Knowledge • Sports • Current Affairs • Computer Knowledge • English Language • Arithmetic & Mathematics • Indian History & Geography • Indian Polity • Legal Education in India and National Law Schools in India. • Current affairs, History and Geography of Gujarat state • Accounts, finance, budget and tally. • GST,GEM, Procurement, E-tendering • Indian Finance Policy • Financial Rules • CAG Audit • UGC Rules & Regulations • 7th Pay Guidelines for fixation of pay
Assistant Director of Physical Education & Sports	<ul style="list-style-type: none"> • General Knowledge • Current Affairs (National & International) • Computer Knowledge • English Language (Level upto Standard 12) • Arithmetic & Mathematics (Level upto Standard 12) • Indian History & Geography (Level upto Standard 12) • Indian Polity (Level upto Standard 12) • Legal Education in National Law Schools in India. • Current affairs, History and Geography of Gujarat state. • Physical Education • Sports • Latest developments, and research trends in relevant area.
Senior Internship & Placement Manager	<ul style="list-style-type: none"> • General Knowledge • Current Affairs (National & International) • Computer Knowledge • English Language (Level upto Standard 12) • Arithmetic & Mathematics (Level upto Standard 12) • Indian History & Geography (Level upto Standard 12)

	<ul style="list-style-type: none"> • Indian Polity (Level upto Standard 12) • Sports. • Legal Education in National Law Schools in India. • Current affairs, History and Geography of Gujarat state. • Latest trends in Recruitments/NLU Recruitment and Internship process
Section Officer- Internship and Placement	<ul style="list-style-type: none"> • General Knowledge. • Current Affairs (National & International). • Computer Knowledge. • English Language (Level upto Standard 12). • Arithmetic & Mathematics (Level upto Standard 12). • Indian History & Geography (Level upto Standard 12). • Indian Polity (Level upto Standard 12). • Sports. • Legal Education in National Law Schools in India. • Education in India. • Current affairs, History and Geography of Gujarat state. • Latest trends in Recruitments/NLU Recruitment and Internship process
Senior Clerk – Boy's Hostel Warden	<ul style="list-style-type: none"> • General Knowledge • Sports • Current Affairs • Computer Knowledge • English Language (Level upto Standard 12) • Arithmetic & Mathematics (Level upto Standard 12) • Indian History & Geography (Level upto Standard 12) • Indian Polity (Level upto Standard 12) • Legal Education in National Law Schools in India. • Current affairs, History and Geography of Gujarat state

29. The following mechanism shall be referred to ascertain equivalent marks in percentage of the respective grades for a seven points scale:

Grade	Grade Point	Percentage Equivalent
'O'- Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E'- Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24