

Advertisement Reference No: GNLU/AD/FP-31/2018
WALK IN INTERVIEW

Position	Legal Officer	Date	Saturday, 20 October 2018
Remuneration	₹ 40,000-50,000 (Fix)	Walk in Interview	Friday, 26 October 2018
Department	Administration	Requirements: Educational Qualification, Knowledge, Skills and Experience	

Role and Responsibilities:

Under the overall supervision of the Registrar, the incumbent shall perform the following role and responsibilities;

- (i) Pursue legal proceedings as required by the University;
- (ii) Prepare submissions and other pleadings in legal matters for the University;
- (iii) Research and prepare legal opinions and advice on various civil matters;
- (iv) Liaise with external Counsel in the discharge of their obligation;
- (v) Advise on statutory compliances;
- (vi) Draft and/or review legal letters, contracts and agreements and monitor legal obligations under various agreements to ensure compliance;
- (vii) Perform any other duties including administrative, coordination, etc. as required to achieve the aims and objectives of the University.

Essential Criteria:

- (i) Master's Degree in Law with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Good knowledge of latest national and international trends and developments in relevant area;
- (iii) Minimum three years' experience in practicing at High court(s), trial court and different fora.
- (iv) Fluency in English language.

Important Notes:

- This appointment is for 364 days.
- **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.**
- **Walk in Interview Date: Friday, 26 October, 2018. Reporting time for walk in Interview: 1500 hrs (No candidate shall be considered for walk in interview after 1500 Hrs.)**
- Qualified female, reserved category, minority candidates are strongly encouraged.
- 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.

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