

Walk in Interview

Position	Incubation Manager	Walk in interview date : 10 August 2018 at 2.30 pm
Remuneration	INR 20,000-30,000 (Fixed)	
Department	Administration	Requirements Educational Qualification, Knowledge, Skills and Experience
<p>Role and Responsibilities Under the guidance and supervision of the Registrar, the incumbent shall perform the following role and responsibilities;</p> <ul style="list-style-type: none"> (i) Overall management of the GNLU Legal Incubation Centre (GLIC) under the supervision and guidance of Faculty Convener, Coordinator of GLIC (ii) Conduct various Entrepreneurship related activities under GLIC (iii) Documentation of all activities carried out under GLIC (iv) Promotion, Marketing, Brand Building of the center (v) Liaising with Govt. Departments, Institutions, organization (vi) Any other allied activities 		<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> (i) Bachelor's/Master's of Business Administration Degree with at least 55% marks in any discipline. (ii) Excellent knowledge of computer system, (iii) Ability to innovate and to improve programmes or services and to pursue new ideas and methods; (iv) Excellent communication skills; (v) Fluency in English language <p><u>Highly desirable:</u></p> <ul style="list-style-type: none"> (i) Demonstrated knowledge of modern electronic database 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.
<p>Important Notes:</p> <ul style="list-style-type: none"> • This appointment is purely on contractual basis through outsourcing agency. • Walk in Interview Date: Friday, 10 August 2018. Reporting time for walk in Interview: 1.30 pm. (No candidate shall be considered for walk in interview after 2.30 pm.) • Candidates are required to bring three copies of their resume, original and two sets of photocopy of their Academic certificates, Experience certificate and other documents. 		
<p>Address: The Registrar, Gujarat National Law University, <i>Attalika</i> Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: career@gnlu.ac.in, tel: +91 (79) 2327 6611/12</p>		