

**Advertisement Reference No: GNLU/AD/ FP-24/2018
(Walk in Interview)**

Position	Museum Coordinator	Date	Wednesday, 08 August, 2018
Remuneration	INR 15,000-20,000 per month (fixed)	Walk in interview	Friday, 17 August, 2018
Division	Administration	Requirements: Educational Qualification, Knowledge, Skills and Experience	

Under the direct supervision of the Registrar, the incumbent shall undertake the following duties:

- (i) Acquiring items for collections involving selection, purchase and borrowing items of art;
- (ii) Prepare Catalogues and documentation of the museum objects;
- (iii) Organize educational and public outreach programs;
- (iv) Record keeping and digital evaluation of the museum objects;
- (v) Setting up the temporary as well as permanent exhibitions in the museum;
- (vi) Conservation and Restoration of Museum artefacts;
- (vii) Carrying out background research and writing catalogues;
- (viii) Responsible to take care of the museum and its collections;
- (ix) Publicity and fund raising activities of the museum;
- (x) Any other activity/duty assigned by the University

- (i) Master's Degree in Museology/ Archaeology from a recognized University with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed)

Or

- (ii) Bachelors' Degree in Museology/ Archaeology from a recognized University with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) and two years' experience in relevant area.

Highly Desirable:

- (i) Knowledge of Art History.
- (ii) Exposure in Museum of National and Regional Importance.
- (iii) One year's field experience and practical training in the Archaeological site.
- (iv) Excellent inter-personal and team-building skills.
- (v) Ability to innovate and to improve Museum programs or services academic institute is desirable.

Important Notes:

- **This appointment is for one year duration.**
- **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, 17 August 2018. Reporting time for walk in Interview: 1400 hrs (No candidate shall be considered for walk in interview after 1400 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