



Gujarat National Law University
Gandhinagar, Gujarat

**RECRUITMENT ADVERTISEMENT FOR GNLU-GANDHINAGAR FOR
ADMINISTRATIVE (NON-TEACHING) POSITIONS**

(Advertisement Reference No.: GNLU/RP-02/2023 Dated 14/12/2023)

Sr. No.	Name of the Post(s)	Pay Scale as per 7 th CPC of Government of Gujarat	Number of Post(s)	Type of Post
1.	Assistant Finance Officer	Level 10 (₹ 56,100-1,77,500)	01	Contractual for a period of 5 years
2.	Senior Internship and Placement Officer	Level 10 (₹ 56,100 – 1,77,500)	01	Contractual for a period of 5 years
3.	Section Officer - Internship and Placement	Level 8 (₹ 44,900-1,42,400)	01	Contractual for a period of 5 years
4.	Assistant Registrar	Level 10 (₹ 56,100-1,77,500)	02	Regular
5.	Assistant Controller of Examination	Level 10 (₹ 56,100-1,77,500)	01	Regular
6.	Section Officer - Library	Level 8 (₹ 44,900-1,42,400)	01	Regular
7.	Deputy Section Officer – Office of the Director	Level 7 (₹ 39,900-1,26,600)	01	Regular
8.	Deputy Section Officer – Office of the Registrar	Level 7 (₹ 39,900-1,26,600)	01	Regular
9.	Deputy Section Officer – Library	Level 7 (₹ 39,900-1,26,600)	01	Regular
10.	Senior Clerk – Statutory Bodies	Level 4 (₹ 25,500-81,100)	01	Regular
11.	Senior Clerk – Internship and Placement	Level 4 (₹ 25,500-81,100)	01	Regular
12.	Senior Clerk – Accounts	Level 4 (₹ 25,500-81,100)	01	Regular

13.	Junior Clerk – Examinations	Level 2 (₹ 19900-63200)	01	Regular
14.	Nurse	Level 2 (₹ 19900-63200)	01	Regular

Minimum Eligibility Criteria

1.	Assistant Finance Officer
	Essential Qualification:
(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.
(iii)	Demonstrated knowledge of UGC, RTI, Government of India, BCI, NAAC and Government of Gujarat regulations.
2.	Senior Internship and Placement Officer
	Essential Qualification:
(i)	A Master's Degree with 55% marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government.
(ii)	Experience of atleast eight years in Placement activities out of which three years in independently handling Placement functions of a reputed University / Higher Educational Institute/Commercial Organization of National / International repute in a Supervisory level.
(iii)	Good command over English language.
(iv)	Good working knowledge in MS Office and understanding of Data Analysis with Strong quantitative and analytical skills.
	Highly Desirable:
(i)	Experience from NLUs /IIMs/IITs/Top ranked Institutes.
(ii)	Experience in Personnel & HR department of any reputed Organization
(iii)	Effective communication skills and ability to connect with variety of audience.
(iv)	Ability to bring National and International employment opportunities for establishing and maintaining productive institute – employer partnership.
(v)	Having command over collaborating with reputed Law firms and organizing conclaves, seminars and conference to strengthen the University through various direct and indirect, cultural and knowledge exchange routes.

(vi)	Proficient in man-management with excellent interpersonal skills and ability to network with employers to create enhanced opportunities for employment.
(vii)	An excellent knowledge of Computer in MS Office and possess with a valid certificate from reputed Institute.
3. Section Officer - Internship and Placement	
Essential Qualification:	
(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 from Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Proficiency in English and Gujarati Languages.
Highly Desirable:	
(i)	Experience from National Law University or reputed Law School.
(ii)	Good communication, organizational, interpersonal and planning skills.
(iii)	Ability to develop and maintain Database of prospective recruiters and coordinate activities for placement, internship and training.
(iv)	Experience in Liaison with Students, Alumni, Corporate and Industry on recruitment, skill training, addressing grievances and other related activities.
(v)	An excellent knowledge of Computer in MS Office and possess with a valid certificate from reputed Institute.
4. Assistant Registrar	
Essential Qualification:	
(i)	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University along with good academic record.
(ii)	Minimum 5 years' administrative experience in Academic Institutes/ Open Learning/Distance Institutes/ Autonomous Bodies.
(iii)	Excellent knowledge of computer system.
(iv)	Ability to innovate and to improve programmes or services and to pursue new ideas and methods.
(v)	Excellent communication skills with Fluency in English language.
Desirable:	
(i)	Experience and knowledge of the National Law University System.
(ii)	Demonstrated knowledge of modern electronic student record storage and delivery systems.
(iii)	Demonstrated knowledge of UGC, RTI, Government of India, BCI, NAAC and Government of Gujarat regulations.
5. Assistant Controller of Examination	
Essential Qualification:	
(i)	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University along with good academic record.
(ii)	Minimum 5 years' administrative experience in Academic Institutes/ Open Learning/Distance Institutes/ Autonomous Bodies.
(iii)	Excellent knowledge of computer system.
(iv)	Ability to innovate and to improve programmes or services and to pursue new ideas and methods.
(v)	Excellent communication skills with Fluency in English language.
Desirable:	
(i)	Experience and knowledge of the National Law University System.

(ii)	Demonstrated knowledge of modern electronic student record storage and delivery systems.
(iii)	Demonstrated knowledge of UGC, RTI, Government of India, BCI, NAAC and Government of Gujarat regulations.
6.	Section Officer - Library
	Essential Qualification:
(i)	Master/Bachelor degree in Library Science 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.
(iii)	Proficiency in English and Gujarati Languages.
	Desirable:
(i)	Valid CCC certificate.
7.	Deputy Section Officer – Office of the Director
	Essential Qualification:
(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Five years' experience with Under-Graduate degree/Three years' experience with Post- Graduate degree in relevant field preferably in Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
8.	Deputy Section Officer – Office of the Registrar
	Essential Qualification:
(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Five years' experience with Under-Graduate degree/Three years' experience with Post- Graduate degree in relevant field preferably in Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
9.	Deputy Section Officer – Library
	Essential Qualification:
(i)	Master/Bachelor degree in Library Science from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Five years' experience with Under-Graduate degree/Three years' experience with Post- Graduate degree in relevant field preferably in Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.

10.	Senior Clerk – Statutory Bodies
	Essential Qualification:
(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 functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
11.	Senior Clerk – Internship and Placement
	Essential Qualification:
(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 functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
12.	Senior Clerk – Accounts
	Essential Qualification:
(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 functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
13.	Junior Clerk – Examinations
	Essential Qualification:
(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Three years' experience with Under-Graduate degree/One years' experience with Post- Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.
14.	Nurse
	Essential Qualification:
(i)	Master/Bachelor degree or Diploma in nursing 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/ Six years' experience with Diploma in nursing, preferably in educational Institution / Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Valid CCC certificate.

Important Instructions to the Candidates

1. The candidate selected against this advertisement shall be required to work at GNLU, Gandhinagar.
2. The candidate must ensure his/ her eligibility and other requisite criteria before applying for the post(s) and then only apply.
3. The post mentioned Sr. No. (1), (2) and (3) are on a contractual basis for a period of five years subject to the confirmation of probation after satisfactorily completion of one year. In case of unsatisfactory performance, the probation may be extendable once for a period of one year, but in no case the total period of probation shall exceed 24 months and on continuation of unsatisfactory performance for 24 months, the service(s) shall be terminated. The total period of probation shall be included in the total contract period of five years.
4. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment and shall end on the stipulated date of expiry of contract as mentioned in the appointment letter.
5. The posts mentioned Sr. No. (4) to (14) are on a regular basis subject to the confirmation of probation after satisfactorily completion of one year. In case of unsatisfactory performance, the probation may be extendable once for a period of one year, but in no case the total period of probation shall exceed 24 months and on continuation of unsatisfactory performance for 24 months, the service(s) shall be terminated.
6. All the posts will be filled through a written test followed by a personal interview. Only eligible and shortlisted candidates shall be called for the personal interview. No correspondence shall be entertained from the candidates who have not been shortlisted for the further selection process.
7. The character of a person for direct recruitment to the service must be such as to render him/ her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
8. Candidates shall send self-attested copies of their certificates and mark-sheets from SSC onwards relevant to the qualifications acquired. Original Certificates should not be sent along with the application form, but must be produced at the time of selection process.
9. Candidates already in Government/ Semi Government/ PSU/ Educational Institution service must send their application through proper channel. However, an advance copy may be sent directly to the University. In such cases, the candidates called for selection process will have to produce the certificates in the prescribed format as 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.
10. Application or resume sent through e-mail will not be considered under any circumstances.
11. Candidates shall submit application form as per the prescribed format along with recent passport size photograph. Incomplete application or other than prescribed format will not be entertained.
12. It is the candidate's duty to ensure that his/ her application is received by the University within the stipulated timeline. No correspondence will be entertained by the University regarding delay in postal service, not being called for interview or about the result of interview etc.

13. Canvassing in any form will result in disqualification.
14. Selected candidate(s) must join the duty on the date as determined by the University. University reserves the right not to appoint any selected candidate if he/ she is unable to join the duties on a designated date.
15. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate(s) 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 reason.
16. The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim for fee concession.
17. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website in the event of any typographical error before the last date prescribed for the receipt of application. In case of any addition/ deletion pertaining to advertisement, the same shall be published in University website only.
18. University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/ her service. In case, it is detected that the information(s) given by candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed any information, then his/ her application or service shall be terminated.
19. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
20. Eligibility of the candidate will be determined on last date of receipt of the application.
21. A candidate can apply for any number of posts subject to fulfillment of criteria as mentioned in the advertisement. However, separate application form along with separate fees shall be paid by the candidate(s) in case of applying for several posts.
22. University reserves the right not to fill up any/ all the vacancies advertised, if the circumstances so warrant. No personal details regarding candidate(s), shortlisted or selected candidate(s) will be provided.
23. Those who have applied against the vacancy Advertisement Reference No. : GNLU/RP-02/2021 dated 14th September, 2021 need not necessary to apply afresh and the applications received against the said advertisement shall be considered for the further process, subject to fulfilling the eligibility criteria.
24. An application fee would be admissible as ₹ 1000 for candidates from unreserved category and ₹ 700 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 payment shall be accepted by the University. Application without a requisite payment shall summarily be rejected.
25. The application should reach "The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar, Gujarat-382426, India" along with DD (Demand Draft) and relevant supporting documents by 5:00 PM on or before 03rd January, 2024 which must be sent through Indian Post (Registered Post or Speed Post)/Courier. Submission of application other than the prescribed format will not be accepted by the University/ taken into consideration.
26. Candidates applying for more than one post should put their application in separate covers and the name of post applied for must be superscribed on top of the envelope without fail. Under no circumstance, more than one application is to be put in one cover by the candidate(s). The University shall not be responsible for any misplacement, omission or non-receipt etc.
27. The envelope should be superscribed as "Application for the post of "....." for GNLU-Gandhinagar.

28. The University will intimate the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.
29. Syllabus for the Written Test: Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English, Noting and drafting.

Registrar

Gujarat National Law University