



Gujarat National Law University

Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No: GNLU/RP-01/2017

Date 09th February, 2017

S. No.	Name of the Post	Scale	Number of the Post(s)
1.	Section Officer- Accounts	₹ 9300-34800 GP ₹ 4200	01 (UR)
2.	Section Officer- Human Resource*	₹ 9300-34800 GP ₹ 4200	01 (UR)
3.	Junior Section Officer- Academics	₹ 5200-20200 GP ₹ 2800	01 (UR)
4.	Junior Section Officer- Accounts	₹ 5200-20200 GP ₹ 2800	01 (UR)
5.	Senior Clerk- Academics	₹ 5200-20200 GP ₹ 2400	01 (UR)
6.	Senior Clerk- Boy's Warden	₹ 5200-20200 GP ₹ 2400	01 (UR)
7.	Senior Clerk- Girl's Warden	₹ 5200-20200 GP ₹ 2400	01 (UR)
8.	Nurse	₹ 5200-20200 GP ₹ 2400	01 (UR)
9.	Office Attendant- General Administration	₹ 4440-7440 GP ₹ 1300	02 (UR) 01 (SC)

Last date for receipt of full and complete application: 1st March, 2017. (Application received on or before 1st March, 2017, 5 PM shall only be considered).

* Last date for receipt of full and complete application: 2nd March, 2017. (Application received on or before 2nd March, 2017, 5 PM shall only be considered).

Minimum Eligibility Criteria:

1. SECTION OFFICER – ACCOUNTS (₹ 9300-34800 GP ₹4200)

Essential:

- Master/Bachelor Degree in any relevant discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- 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.
- Proficiency in English and Gujarati Languages.

Desirable:

- (i) Sound functional knowledge of Hindi Language.
- (ii) Valid CCC certificate.

2. SECTION OFFICER – HUMAN RESOURCE (₹ 9300-34800 GP ₹4200)

Essential:

- (iv) Master/Bachelor Degree in any relevant discipline from a recognized university or any equivalent qualification recognized as such by the Government.
- (v) 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.
- (vi) Proficiency in English and Gujarati Languages.

Desirable:

- (iii) Sound functional knowledge of Hindi Language.
- (iv) Valid CCC certificate.

3. JUNIOR SECTION OFFICER –ACADEMICS (₹ 5200-20200 GP ₹ 2800)

Essential:

- (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.

4. JUNIOR SECTION OFFICER- ACCOUNTS (₹ 5200-20200 GP ₹ 2800)

Essential:

- (i) Master/Bachelor degree in relevant 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.

5. SENIOR CLERK- ACADEMICS (₹ 5200-20200 GP ₹ 2400)

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 functioning knowledge of English essential.

Desirable:

- (i) Valid CCC certificate.

6. SENIOR CLERK- BOY'S WARDEN (₹ 5200-20200 GP ₹ 2400)

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 functioning knowledge of English essential.

Desirable:

- (i) Valid CCC certificate.

7. SENIOR CLERK- GIRL'S WARDEN (₹ 5200-20200 GP ₹ 2400)

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 functioning knowledge of English essential.

Desirable:

- (i) Valid CCC certificate.

8. NURSE (₹ 5200-20200 GP ₹ 2400)

Essential:

- (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.

9. OFFICE ATTENDANT- GENERAL ADMINISTRATION (₹4440-7440 GP ₹1300)

Essential:

- (i) Higher Secondary School certificate/Secondary School Certificate examination conducted by Higher Secondary/Secondary Education Board or equivalent qualification recognized by the Government.
- (ii) Three Years' Experience with Higher Secondary School Certificate/ Five Years' Experience with Secondary School Certificate in relevant area preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.

Important Instructions to the Applicants

1. The Applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.

2. All posts are on a regular basis subject to the confirmation of probation after satisfactorily completion of one year probation period and in case of unsatisfactory performance extendable by maximum 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.
3. 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.
4. A candidate can apply for any number of post(s) however, separate application form is required for each post.
5. 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.
6. 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.
7. Application or CV / Bio-Data sent through e-mail will not be considered under any circumstances.
8. 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.
9. 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.**
10. Canvassing in any form will result in disqualification.
11. The University reserves the right to offer position with revised job description to the selected candidates.
12. 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.
13. 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.
14. 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.
15. 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.
16. Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
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 the applications.
18. 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.

19. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
20. Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
21. **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.**
22. **Application fees for each Post:** ₹ 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 either in cash at the University or through Demand Draft drawn in favor of Gujarat National Law University payable at Ahmedabad. Application form without the requisite application fees shall be summarily rejected.
23. 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 382007, India**”.

24. Selection Process:

The University will intimate the detailed selection process to the short-listed eligible candidate(s) after the last date of application.

Important Dates:

Date *	Particulars	Posts
05 th March 2017	Issuance of Admit Card by email	All Posts
07 th March 2017	Written Test	
08 th March 2017	Declaration of Result	
09 th March 2017	Personal interview	
Syllabus for written examination		
Posts	Syllabus	
<ul style="list-style-type: none">• Section Officer- Human Resource• Junior Section Officer- Academics• Senior Clerk- Academics• Senior Clerk- Boy's Warden• Senior Clerk- Girl's 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	
<ul style="list-style-type: none">• Section Officer- Accounts• Junior Section Officer- Accounts	<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)	

	<ul style="list-style-type: none"> • Indian Polity (Level upto Standard 12) • Legal Education in National Law Schools in India. • Current affairs, History and Geography of Gujarat state • Accounts, finance, budget and tally.
<ul style="list-style-type: none"> • Nurse 	<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 • Basic knowledge of medication & nursing
<ul style="list-style-type: none"> • Office Attendant- General Administration 	<ul style="list-style-type: none"> • General Knowledge • Sports • Current Affairs • Computer Knowledge • Basic English Language • Basic Arithmetic & Mathematics • Indian History & Geography (Basic Level) • Indian Polity (Basic Level) • Legal Education in National Law Schools in India. • Current affairs, History and Geography of Gujarat state

***University reserves the right to change the specified dates, if required.**

25. 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