

Tuesday, 24th November, 2020



**Gujarat National Law University
Gandhinagar, Gujarat, INDIA**

Vacancy Advertisement Reference No: GNLU/AD/FP-22/2020

Sr. No.	Name of the Post	Fixed Pay Per Month (₹)
1	Library Assistant	25,000/-
2	Library Stack Assistant	15,000/-
3	Junior Clerk	20,000/-
4	Senior Clerk	25,000/-

Minimum Eligibility Criteria

1) Library Assistant

Essential Qualification

- (i) Masters' in Library Science (M.L.I.Sc) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized institute/university, or an equivalent degree from an accredited foreign university;
- (ii) Minimum one (01) year of relevant work experience in reputed Educational Institute/Research Institute / University Library.

Highly Desirable

- (i) Excellent inter-personal and team-building skills;
- (ii) Good communication skills;
- (iii) Experience in handling Library related software;
- (iv) Experience in working with reputed Educational Institute / University.

Roles and Responsibilities: Under the guidance of Assistant Librarian and overall supervision of the Director/Registrar, the incumbent shall perform the following duties; -

- (i) Books acquisition, journal subscription;

Tuesday, 24th November, 2020

- (ii) Database subscription & renewal;
- (iii) Cataloguing & books process;
- (iv) Circulation services, reference services;
- (v) Website updating, maintain institutional repository;
- (vi) Record keeping;
- (vii) Works on shift duty/late hours and holidays;
- (viii) Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.

2) Library Stack Assistant

Essential Qualification

- (i) Any Graduation Degree from recognized institute/university, or an equivalent degree from an accredited foreign university;
- (ii) Minimum one (01) year of relevant work experience in reputed Educational Institute/Research Institute / University Library.

Highly Desirable

- (i) Excellent inter-personal and team-building skills;
- (ii) Good communication skills;
- (iii) Experience in handling Library related software;
- (iv) Experience in working with reputed Educational Institute / University.

Roles and Responsibilities: Under the guidance of Assistant Librarian and overall supervision of the Director/Registrar, the incumbent shall perform the following duties:-

- (i) Collects, picks up library materials;
- (ii) Arranges library materials in re-shelving areas; re-shelves in proper order with subject wise;
- (iii) Shelf-reads collections and maintains proper arrangement on shelves; search for missing or lost volumes;
- (iv) Assist users in searching books and other materials;
- (v) Assist in books & journals processing (like stamping, barcoding, covering books with plastic sheet);
- (vi) Assist in stock verification;
- (vii) Works in shift duty/late hours and holidays;
- (viii) Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.

3) Junior Clerk

Essential Qualification

- (i) Any Graduation Degree from recognized institute / university, or an equivalent degree from an accredited foreign university;
- (ii) Excellent knowledge of Computer;
- (iii) Good communication skills;

Tuesday, 24th November, 2020

- (iv) Fluency in English language;
- (v) Minimum one (01) year of Administrative work experience in Educational Institute/University/Government Organization.

Highly Desirable

- (i) Demonstrated knowledge of modern electronic student record 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;
- (vi) Experience in working with reputed Educational Institute / University.

Roles and Responsibilities: Under the guidance and supervision of the Director/Registrar, the incumbent shall perform the following roles and responsibilities:-

- (i) Provide professional, efficient administrative support to the office of the Registrar for the day-to-day work;
- (ii) Coordinate with various sections/divisions of the university and various outside agencies on behalf of the Registrar/University;
- (iii) Managing the day-to-day operations of the Administrative work allocated;
- (iv) Keep and maintain records pertaining to the students and staff;
- (v) Make necessary arrangements for holding University functions
- (vi) Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.

4) Senior Clerk

Essential Qualification

- (i) Any Graduation Degree from recognized institute / university, or an equivalent degree from an accredited foreign university;
- (ii) Excellent knowledge of functioning of computer system;
- (iii) Good communication skills;
- (iv) Fluency in English language;
- (v) Minimum three (03) years of Administrative work experience in Educational Institute/University/Government organization.

Highly Desirable

- (i) Demonstrated knowledge of modern electronic student record 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;
- (vi) Experience in working with reputed Educational Institute / University.

Tuesday, 24th November, 2020

Roles and Responsibilities: Under the guidance and supervision of the Director/Registrar, the incumbent shall perform the following roles and responsibilities:-

- (i) Provide professional, efficient administrative support to the office of the Registrar for the day-to-day work;
- (ii) Coordinate with various sections/divisions of the university and various outside agencies on behalf of the Registrar/University;
- (iii) Managing the day-to-day operations of the Administrative work allocated;
- (iv) Keep and maintain records pertaining to the students and staff;
- (v) Make necessary arrangements for holding University functions;
- (vi) Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.

Important Notes:

- This appointment is for 364 days and contractual in nature.
- The University retains the discretion not to make any appointment to this vacancy or to make an appointment at a revised remuneration.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- The candidates are required to send the duly filled-in application form (available on the website) through an email to hr@gnlu.ac.in on or before 03rd December, 2020. The documents related to educational qualification and experience need not necessary to send. However, the shortlisted candidates are required to produce the relevant documents at the time of interview for verification. The shortlisted candidate shall be intimated through an email only. For any kind of clarification / query, please send an email to hr@gnlu.ac.in.
- Mode of interview: The date of interview will be communicated to the shortlisted candidates. The tentative date of interview will be from 05th December to 12th December, 2020. The mode of interview will be online through Cisco Webex. The link for attending the interview will be sent to only shortlisted candidates.

Registrar (I/c)