

Advertisement Reference No: GNLU/AD/FP-01/2021**Walk in interview**

Position	Junior Section Officer	Date:	Tuesday, 16th March, 2021
Remuneration	₹ 35,000 (Fixed)	Walk in interview:	Friday, 26th March, 2021
Department	Administration		

Roles and Responsibilities: Under the overall supervision of the Director and the Registrar, the incumbent shall perform the following roles and responsibilities;

- (i) Manage day to day operations of the accounts department.
- (ii) Prepare statements of accounts / reports.
- (iii) Provide professional, efficient administrative support to the Office of the Director / Office of the Registrar for the day-to-day work;
- (iv) Coordinate with various sections/divisions of the university and various outside agencies on behalf of the Registrar/University;
- (v) Managing the day-to-day operations of the Administrative work allocated;
- (vi) Keep and maintain records pertaining to the students and staff;
- (vii) Make necessary arrangements for holding University functions;
- (viii) Perform any other duties as assigned by the University Authorities.

Essential Criteria:

- (i) M.Com. / B.Com. Degree from a recognized University or any equivalent qualification recognized by the Government.
- (ii) At least eight years of experience with B.Com / five years experience with M.Com in Accounts / Finance Section preferably in Universities / Educational Institutes.
- (iii) Good working knowledge of rules & regulations of Universities / Educational Institutes relating to accounts, audit, service conditions and related financial matters.
- (iv) Knowledge in working with Accounting software / Tally / ERP.

Highly desirable:

- (i) Experience working in Accounts / Finance / Purchase work in the University and possess ICT skills.
- (ii) Excellent communication and interpersonal skills.

Important Notes:

- This appointment is for 364 days.
- 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.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- Walk in Interview Date: Friday, 26th March, 2021. *Reporting time for walk in interview: 1000 hrs.*
- 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: hr@gnlu.ac.in, tel: +91 (79) 2327 6611/12