



Gujarat National Law University

Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No: GNLU/RP-02/2021

Date: 14th September, 2021

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(s)
1.	Senior Internship and Placement Officer	Level 10 (₹ 56,100 – 1,77,500)	01 (UR)	Contractual for a period of 5 years
2.	Section Officer - Internship and Placement	Level 6 (₹ 35,400 – 1,12,400)	01 (UR)	Contractual for a period of 5 years

Last date for receipt of full and complete application: 05th October, 2021. (Application received on or before 5:00 PM, 05th October, 2021 shall only be considered).

Minimum Eligibility Criteria

1. Senior Internship and Placement Officer

Essential Qualification:

- A Master's Degree with 55% marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government.
- Post qualification, experience of at least 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.
- Good command over English language.
- Good working knowledge in MS Office and understanding of Data Analysis with Strong quantitative and analytical skills.

Highly Desirable:

- Experience from NLUs / IIMs/IITs/Top ranked Institutes.
- Experience in Personnel & HR department of any reputed Organization
- Effective communication skills and ability to connect with variety of audience.
- Ability to bring National and International employment opportunities for establishing and maintaining productive institute – employer partnership.
- 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.
- Proficient in man-management with excellent interpersonal skills and ability to network with employers to create enhanced opportunities for employment.
- An excellent knowledge of Computer in MS Office and possess with a valid certificate from reputed Institute.

2. 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.

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. These posts 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.
3. The posts are on renewable tenure of 5 years, subject to renewal and or extension as per the needs of the University and performance of the incumbent.
4. These contractual appointments shall give no right to conversion into permanent appointment.
5. Contractual appointments shall end on the stipulated date of expiry of contract mentioned in appointment letter.
6. 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.
7. 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.
8. Application or Resume sent through e-mail will not be considered under any circumstances.
9. Candidates shall submit the application form in the prescribed format along with recent passport size photograph. Application other than prescribed format will not be entertained.

10. 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.
11. Canvassing in any form will result in disqualification.
12. Selected candidate 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. 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.
14. 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.
15. Application incomplete in any respect or those received after the stipulated timeline shall not be entertained.
16. 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. In case of any addition / deletion pertaining to the advertisement, the same shall be published in the University website only.
17. 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.
18. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
19. Eligibility of the candidate will be determined as on the last date for receipt of the application.
20. A candidate can apply for any number of posts subject to fulfillment of criteria mentioned in the advertisement. However, a separate application form along with separate fees shall be paid by respective candidate in case of applying for more than one post.
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: ₹ 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 fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.
23. The application in the prescribed format along with DD (Demand Draft) and the relevant supporting documents should reach "The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba-Gandhinagar, Gujarat-382426, India" by 5:00 PM on or before 05th October, 2021. The application form must be sent through Indian Post (Registered Post or Speed Post). Application form submitted in person will not be accepted by the University.
24. 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 more than one application is put in one cover by the candidate.

25. Selection Process:

The University will intimate the detailed selection process to the eligible candidate(s) after the last date of application through E-mail provided by the candidates in the application form.

Important Dates:

Date*	Particulars
14 th October, 2021	Intimation to eligible candidates by email

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

Registrar

Gujarat National Law University