



Gujarat National Law University
Gandhinagar, Gujarat & Silvassa Campus, UT of DNH & DD
RECRUITMENT ADVERTISEMENT FOR GNLU-SILVASSA CAMPUS FOR
ADMINISTRATIVE POSITIONS

(Advertisement Reference No.: GNLU-S/RP-02/2023 Dated 03/04/2023)

Sr. No.	Name of the Post(s)	7th CPC Pay Scale	Number of Post(s)
1.	Assistant Registrar	Level 10 (₹ 56,100-1,77,500)	01
2.	Section Officer	Level 7 (₹ 44,900-1,42,400)	01
3.	Personal Assistant	Level 6 (₹ 35,400-1,12,400)	01
4.	Assistant	Level 6 (₹ 35,400-1,12,400)	02
5.	Upper Division Clerk	Level 4 (₹ 25,500-81,100)	02
6.	Library Assistant	Level 3 (₹ 21,700-69,100)	02

Minimum Eligibility Criteria

1.	Assistant Registrar
	Age Limit: 40 Years
	Essential Qualification:
(i)	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
(ii)	The appointment shall be made through an all-India open competition by conducting a written test and interview.
	Desirable:
	Five years of experience in supervisory level in Administration/Establishment/Finance/ Examination/Academic of the University or holding analogous post.
	Knowledge of Computer Applications.
2.	Section Officer
	Age Limit: 35 Years
	Essential Qualification:
(i)	A Bachelor's Degree in any discipline from any recognized Institute/ University.
(ii)	Three (03) years' experience as Assistant in the Level 6 or eight (08) years' as UDC in Level 4 in any Central/ State Govt./ University/ PSU and other Central or State Autonomous Institutions or

	holding equivalent positions in any reputed Private companies/ bank with annual turnover of atleast ₹ 200 Crores or more.
(iii)	Proficiency in Computer Operation, noting and drafting.
3.	Personal Assistant
	Age Limit: 35 Years
	Essential Qualification:
(i)	A Bachelor's Degree in any discipline from any recognized Institute/ University.
(ii)	Proficiency in Stenography in English with minimum speed of 100 WPM.
(iii)	Proficiency in Typing in English with minimum speed of 35 wpm respectively.
(iv)	Knowledge of Computer Applications.
(v)	Two (02) years' experience as Stenographer or equivalent in Central State Govt. Organisations/ University Research Institution or Central/ State autonomous Institution/ reputed private institutions having a turnover ₹ 200 Crores.
	Desirable:
	Proficiency in English and good communication skills.
	Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes in English
4.	Assistant
	Age Limit: 35 Years
	Essential Qualification:
(i)	Bachelor Degree from a recognized University/ Institution.
(ii)	Three (03) years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least ₹ 200 Crores or more.
(iii)	Proficiency in Typing, Computer applications, noting and drafting.
5.	Upper Division Clerk
	Age Limit: 32 Years
	Essential Qualification:
(i)	A Bachelor's Degree from any recognized Institute/ University.
(ii)	Two (02) years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment/ Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least ₹ 200 Crores or more.
(iii)	Speed in English Typing @ 35 wpm
(iv)	Proficiency in Computer Operations.
6.	Library Assistant
	Age Limit: 32 Years
	Essential Qualification:
(i)	Bachelor's degree in Library & Information Science or equivalent from a recognised University.
(ii)	Typing speed of 30 WPM in English.
(iii)	Knowledge of Computer Applications.

Important Instructions to the Candidates

1. The Candidate selected against the advertisement shall be required to work at GNLU, Silvassa Campus, Sachivalaya, Secretariat Building, Amlil Silvassa, Dadra & Nagar Haveli-396230, (DNH&DD), India.
2. The candidate must ensure his/ her eligibility and other requisite criteria before applying for the post(s) and then only apply.
3. All the advertised positions are un-reserved as per the norms. The above positions are initially for a period of three years on a contractual basis with full scale including all benefits such as HRA, TA & DA etc. as applicable. Thereafter, based on the satisfactory performance and PMAS report of the administrative staff members, the University may extend another two years.
4. The confirmation of probation after satisfactorily completion of one year 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.
5. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.
6. Contractual appointment shall end on the stipulated date of expiry of contract as mentioned in the appointment letter.
7. The posts mentioned in serial No. (1) & (2) will be based on the written test and followed by an interview. The written test will be of objective type carrying 100 marks. Based on the score obtained in the written test, the candidates will be called for an Interview at 1:10 ratio in the order of merit. The posts mentioned in serial No. (3) to (6) will be based on the written test and skill test and followed by an Interview. The written test will be of objective type carrying 100 marks and skill test carrying 50 Marks. The candidate shall score minimum 40% in the written test to become eligible for appearing in the skill test. On the basis of combined score of written test and skill test, the candidates will be shortlisted for an Interview at 1:10 ratio in the order of merit.
8. No correspondence shall be entertained from the candidates who have not been shortlisted for the further selection process.
9. Candidates showing experience of Private Organisation in their application, need to attach the proof of Organisation's turnover of Rs. 200 crores or more, wherever applicable.
10. 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.
11. The candidates should enclose certificate for typing skill from Government recognised institute only, wherever applicable.
12. 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.
13. 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.
14. Application or resume sent through e-mail will not be considered under any circumstances.
15. 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.
16. 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.
17. Canvassing in any form will result in disqualification.

18. 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.
19. 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.
20. The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim for age relaxation and fee concession.
21. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website (<https://www.gnlus.ac.in>) 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 (<https://www.gnlus.ac.in>) only.
22. 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.
23. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
24. Eligibility of the candidate will be determined on last date of receipt of the application.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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 **02nd May, 2023** 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.
30. 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.
31. The envelope should be superscribed as “Application for the post of “.....” for GNLU-Silvassa Campus.
32. 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.
33. 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, Domain Knowledge
34. Those who have eligible for the skill test will be intimated through an email separately and detailed test process will be intimated accordingly.

Registrar