



Gujarat National Law University

Gandhinagar, Gujarat, INDIA

Vacancy Advertisement Reference No. : GNLU/RP-01/2024

Date: 05/04/2024

Name of the Post	Pay Scale (As per 7 th CPC)	Number of Post	Type of Post
Registrar	Level 14 (₹ 1,44,200-2,18,200)	01	Contractual for 5 years

Last date for receipt of full and complete application: 06th May, 2024. (Application received on or before 5:00 PM, 06th May, 2024 shall only be considered).

Minimum Eligibility Criteria

- A Master's Degree with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/ or other Institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or in an equivalent post.

Note : As per the OM vide ref No. 1-7/2015-U.II(2) dated 2nd November 2017 issued by the Government of India, Ministry of Human Resource Department, Department of Higher Education, the age of superannuation, as at present, shall continue to be 62 (sixty two) years.

Important Instructions to the Applicants

- The applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
- The post is a contractual 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.
- The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.

4. Contractual appointment shall end on the stipulated date of expiry of contract mentioned in appointment letter.
5. 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.
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 Resume 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 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. 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.
12. 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.
13. 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.
14. Application incomplete in any respect or those received after the stipulated timeline shall not be entertained.
15. 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.
16. 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.
17. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
18. Eligibility of the candidate will be determined as on the last date for receipt of the application.
19. The University reserves the right not to fill up for the vacancy 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.
20. Those who have applied against the vacancy Advertisement Reference No. : GNLU/RP-03/2021 dated 21th September, 2021 need not necessary to apply afresh and the applications received against

the said advertisement shall be considered for the further process, subject to fulfilling the eligibility criteria.

21. Application fees: ₹ 1000 for candidates from unreserved category and ₹ 500 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.
22. 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, Koba (Sub P.O.) Gandhinagar, Gujarat 382426, India” by 5:00 PM on or before 06th May, 2024. The application form must be sent through Indian Post (Registered Post or Speed Post) or by courier. Application form submitted in person will not be accepted by the University.
23. The Envelope should be superscribed as “Application for the post of Registrar”
24. 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.

Registrar (I/c)

Gujarat National Law University