

**Advertisement Reference No: GNLU/AD/ FP-20/2017
(Walk in Interview)**

Position	Campus Facility Supervisor	Date	Thursday, 05 October 2017
Remuneration	₹ 20,000 per month (fixed)	Walk in interview	Tuesday, 17 October 2017
Division	Administration	Requirements:	Educational Qualification, Knowledge, Skills and Experience

Role and Responsibilities

Under the guidance and supervision of the Registrar, the incumbent shall perform the following role and responsibilities;

- (i) Ensure efficient and cost effective management of all spaces and facilities;
- (ii) Manage and maintain all areas of campus to a standard that is conducive to excellence in learning and teaching;
- (iii) Plan, organize, coordinate and direct activities related to maintaining and operating the facilities;
- (iv) Schedule, plan, organize and manage staff responsible for maintenance, repair, and upkeep of buildings and facilities;
- (v) Maintain all necessary documentation related to campus;
- (vi) Ensure compliance with applicable codes, laws, rules, regulations, standards, policies and procedures;
- (vii) Ensure health and safety obligations are complied with by facility staff and independent contractors;
- (viii) Act as point of contact for internal and external groups using facility;
- (ix) Coordinate procurement of equipment, supplies and materials to perform required duties effectively and efficiently;
- (x) Prepare and complete various forms, reports, correspondence, purchase orders etc;
- (xi) Promote the facility to maximize its utilization;
- (xii) Manage major and minor building construction and repair projects;
- (xiii) Ensure proper lighting, electricity, ventilation, air-conditioning etc. in all parts of the campus;
- (xiv) Ensure excellent cleanliness in the entire campus;
- (xv) Ensure efficient and effective Garden maintenance, and Services like Canteen, Cafeteria, Gymnasium, Security and House Keeping;
- (xvi) Perform any other duties assigned by the University authorities to achieve the aims and objectives of the University.

Essential Criteria:

- (i) Degree in Civil Engineering from any recognized University **OR**
- (ii) Diploma in Civil Engineering with minimum two years relevant experience.

Highly desirable:

- (i) Presentation, communication & decision making skills.
- (ii) Excellent knowledge of English language.
- (iii) Experience in educational institute is desirable.

Important Notes:

- **This appointment is for one year duration.**
- **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.**
- **Walk in Interview Date: Tuesday, 17 October 2017. Reporting time for walk in Interview: 1400 hrs (No candidate shall be considered for walk in interview after 1400 Hrs.)**
- **Qualified female, reserved category, minority candidates are strongly encouraged.**
- **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: career@gnlu.ac.in, tel: +91 (79) 2327 6611/12