

Advertisement Reference No: GNLU/AD/ FP-18/2017
(Walk in Interview)

Position	Administrative Assistant (Procurement)	Date	Tuesday, 19 September , 2017
Remuneration	₹ 20,000 Per Month (fix)	Walk in interview	Wednesday, 27 September , 2017
Division	Administrative Department	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) Prepare and process requisitions and purchase orders for various supplies;
- (ii) Prepare and process tender documents;
- (iii) Prepare comparison charts of the various supplies;
- (iv) Maintain the record of purchase;
- (v) Coordinate with suppliers/agencies on behalf of the University;
- (vi) Perform any other duties as required to achieve the aims and objectives of the University.

Essential Criteria:

- (vii) Bachelors/Master's Degree in commerce/finance with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university;
- (viii) Good knowledge of procurement rules and regulations;
- (ix) Good knowledge in English language.

Desirable:

- (i) Experience in tendering/ bidding/purchase process.

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: Wednesday, 27 September, 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.

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