



**Gender Resource Centre**  
**Chanakya National Law University, Patna**

Adv. No: 01/2025-26 (GRC, CNLU)

Date:- 08/04/2025

**CALL FOR APPLICATIONS FOR THE POSITION OF OFFICE ASSISTANT**

**AT THE GENDER RESOURCE CENTRE, CNLU, PATNA**

Gender Resource Centre (GRC) is a collaborative initiative between the United Nations Population Fund (UNFPA) and Chanakya National Law University (CNLU), Patna.

**Name of the Post:** Office Assistant (One)

**Nature of Engagement:** On contractual basis till December 31, 2025

**Essential Qualifications:** Intermediate with at least 55% marks

**Desirable Qualifications:** Working proficiency in MS Word, MS Excel, and MS PowerPoint; proficiency in English/Hindi typing; strong ability to manage multiple tasks, prioritize workloads, and maintain organized records and files; attention to detail to ensure accuracy in documentation and scheduling; good verbal and written communication skills for interacting with colleagues and visitors; and ability to draft emails, memos, and reports clearly and professionally.

**Responsibilities of Office Assistant**

The Office Assistant shall:

1. Assist in the events conducted by the Centre, including handling of electronic gadgets;
2. File, organize, and maintain records;
3. Maintain a clean and organized workspace;
4. Assist in the management of office supplies and inventory;
5. Answer and direct phone calls;
6. Coordinate travel arrangements;
7. Receive, sort, and distribute mail;
8. Greet and assist visitors;

9. Perform any other duty related to the functioning of the Centre assigned by the competent authorities.

**Age:** No bar

**Salary:** Rs. 15,000/- per month (Consolidated)

Interested candidates should send their CVs to [head.genderresource@cnlu.ac.in](mailto:head.genderresource@cnlu.ac.in) and [genderresourcecentre@cnlu.ac.in](mailto:genderresourcecentre@cnlu.ac.in) by 5 PM on April 18, 2025. Shortlisted candidates will be notified via email and on the website by April 20, 2025. Interviews will be conducted on April 24, 2025 during the afternoon shift from 2:30 PM onwards. Please bring all relevant original certificates along with one set of self-attested photocopies for document verification.

#### **General Instructions**

1. Candidates furnishing incorrect or false information will be disqualified;
2. Original documents must be produced at the time of the interview or after selection when required;
3. The University reserves the right to fill, or not to fill, any or all of the advertised posts without providing any reasons;
4. Bihar Reservation Rules and Regulations will apply to the candidate selection process;
5. This position is purely contractual and is subject to renewal as needed by GRC;
6. No Travel Allowance or Dearness Allowance will be provided to attend the selection process.



Prof. (Dr.) S. P. Singh  
Registrar