



Chanakya National Law University

(NAAC Accredited)

Nyaya Nagar, Mithapur, Patna- 800001

Website : www.cnlu.ac.in

Advertisement No. 23/2025-26(Appt.)

Date: 29.06.2025

CALL FOR APPLICATIONS FOR THE POSITION OF CENTRE COORDINATOR AT THE GENDER RESOURCE CENTRE (GRC), CNLU, PATNA

The role of a Centre Coordinator for the Gender Resource Centre, Chanakya National Law University, Patna (GRC-CNLU) requires a mix of academic qualifications, professional experience, and specific skills to effectively coordinate various activities of the Centre. It is a full-time position.

Name of the Post	Centre Coordinator
No. of Post	01 (One)
Nature of Job	Contractual
Educational Background	Master's degree (with at least 55% marks) in Gender Studies/ Women's Studies/ Social Work/ Social Sciences/ Development Studies
Professional Experience	a. At least 3-5 years of relevant work experience in areas such as gender justice, women's empowerment and Gender-Based Violence (GBV); b. Experience in program coordination, advocacy and community engagement.
Specific Skills Required	a. Experience in filing, organizing and maintaining records for establishing clear systems for storing and retrieving information, physical and digital, to ensure easy access, efficient workflow and compliance with record-keeping requirements; b. Attention to detail to ensure accuracy in documentation and scheduling; c. Working proficiency in MS Word, MS Excel and MS Power Point; d. Proficiency in English/Hindi typing e. Strong ability to manage multiple tasks, prioritize workloads; f. Good verbal and written communication skills; g. Ability to draft emails, memos and reports clearly and professionally.
Maximum Age Limit	40 Years
Monthly Emolument	Negotiable

Interested candidates should upload their filled-in scanned application form through the following Google Form Link, latest by 12th July, 2025.

<https://forms.gle/GYfTXm5MjjKe2nLW8>

RESPONSIBILITIES OF CENTRE COORDINATOR, GENDER RESOURCE CENTRE

1. **Operational Management:** Manage the daily operations of the Centre to ensure efficient functioning. This includes managing budgets, handling day-to-day financial management, efficient book-keeping, maintaining organized records (such as stock registers and attendance register) and supervising staff and interns.
2. **Program Coordination:** Facilitate conferences, seminars, workshops, legal awareness programs, symposia and capacity-building initiatives. This includes creating session plans and informational, educational and communication (IEC) materials, maintaining thorough documentation of the events conducted by the Centre and producing detailed post-event reports.
3. **Stakeholder Engagement:** Represent the Centre at meetings/events as required, coordinate with stakeholders/partners and facilitate office setup through coordination with university committees.
4. **Research and Documentation:** Prepare budgetary components for research proposals and support the execution of research projects and their documentation.
5. **Dissemination and Outreach:** Implement targeted communication strategies, draft press releases, coordinate with media and guide survivors to legal/social services for effective outreach.
6. Any other duty related to the functioning of the Centre assigned by the competent authorities.

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 rights to fill, or not to fill, advertised post 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.
6. The appointee shall have no claim for the permanent post in future.
7. Selection will be made purely on the basis of candidate's previous record and performance in the interview.
8. The date of **Online Interviews** will be communicated to the shortlisted candidates through their email. All correspondence with the applicant will be made through the same Email ID.
9. No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
10. No travel allowance or dearness allowance will be provided to attend the selection process.

Registrar