



Recruitment of various positions for The Gujarat International Maritime Arbitration Centre (GIMAC)

Ref. No.: GIMAC/2024-25/01 dated: 12/12/2024

Gujarat Maritime University has been established under the Gujarat Private Universities Act, 2009. The prime objective of Gujarat Maritime University is to be a global center of excellence in maritime education, research and development, professional training and it aims to enhance and increase the human capital and capacity of maritime industry both in India and across the globe. The aspiration is to serve the global maritime community by producing educated and well-trained professionals in the maritime domain.

On the lines of maritime hubs like Singapore, Hong Kong and China, India's first arbitration and mediation centre focusing on disputes related to the shipping sector, The Gujarat International Maritime Arbitration Centre (GIMAC) is being built under the aegis of Gujarat Maritime University housed in GIFT City.

GMU is looking for qualified and experienced professionals to join its GIMAC team as follows:

Sr. No.	Name of the Post	Fixed Remuneration	Number of the Posts	Nature of Appointment
1	Secretarial staff	Upto ₹ 40,000 per month	02	Contractual for a period of 5 years

Following are the detailed Roles and Responsibilities along with Minimum Eligibility Criteria for each post:

Sr. No.	Post	Minimum Eligibility Criteria	Job Description
1	Secretarial staff	<p>Qualification: Graduation in any field Age Limit: 45 Years Work Experience: Candidate should have atleast 2-10 Years of secretarial experience.</p> <p>The candidate should possess the following:</p> <ul style="list-style-type: none">➤ Excellent knowledge and command of English, Hindi and Gujarati➤ Drafting skills and command over writing and drafting➤ Strong communication and	<ul style="list-style-type: none">➤ Manage the daily/weekly/monthly agenda of senior staff along with travel arrangements as and when needed.➤ The candidate should be able to assist all office management, business correspondence, documenting meeting minutes,➤ The candidate must be able to organize and coordinate meetings and conference calls.➤ The candidate must be able to handle travel itineraries including hotel accommodation within India and aboard, visa arrangements and other travel logistics.

		<p>inter-personal skills.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Experience of assisting senior officers, management of their meeting calendars, secretarial assistance, etc. ➤ Completed Secretarial Course from reputed institution. ➤ Knowledge of Shorthand, typing, Secretarial Practice and good knowledge of MS Office. ➤ Experience of working in law firm in secretarial capacity. <p>The candidate would be required to assist the President/Member Secretary of GIMAC or any other senior official of the University or its associate or promoting organizations.</p>	<ul style="list-style-type: none"> ➤ The candidate must be able to oversee housekeeping activities of the organization to ensure clean and amiable office premises. ➤ The candidate must be able to develop and maintain a filing system along with maintaining confidential information in safe custody. ➤ Candidate should be able to do the Business correspondence, prepare minutes of meeting etc. ➤ Managing Appointments and manage incoming & outgoing mails. ➤ Setting up meetings, arranging conference calls. ➤ Respond to queries via landline/mobile/ email or redirect them as necessary. ➤ Maintaining adequate stationary in the office. ➤ Prepare and disseminate correspondence and other office letters/ orders. ➤ File and update contact information of stakeholders, regulators, external solicitors and parties accessing the services of GIMAC directly or indirectly. ➤ Support and facilitate the completion of regular reports ➤ Check frequently the levels of office supplies and place appropriate orders ➤ Document expenses and hand in reports ➤ Undertake occasional receptionist duties ➤ Coordinate with other departments to ensure compliance with established policies ➤ Assist with other activities undertaken by GIMAC including events, webinar/ seminars/ hearings etc.
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Important notes:

- Abovementioned position is contractual for the term of 5-years including 1-year probation. In case of unsatisfactory performance, the probation is extendable by another 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.
- This initial period of 1-year is to be counted towards probation and subsequent extension on an annual basis depending upon the performance not exceeding total 5 years period including the years of probation.

- The final remuneration for the candidates will be decided on the basis of the qualifications, total work experience, suitability of the candidate for the role and the performance in the interviews.
- The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.
- Contractual appointment shall end on the stipulated date of expiry of contract in appointment letter.
- The applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
- The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim for age relaxation and fee concession.
- Original Forms and Documents should not be sent to GMU/GIMAC, but these must be produced at the time of selection process.
- Upon the requirement from the side of GMU/GIMAC, candidates already in Government / Semi Government / PSU/ Educational institution service shall have to produce NOC (in prescribed format) from their respective institution at the time of Final selection process.
- Candidates shall submit the application form in the prescribed format only along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
- Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualification, Work Experience, etc. with application(s).
- It is the applicant's duty to ensure that his/her application is received by the GMU/GIMAC within the stipulated timeline. No correspondence will be entertained regarding delays and reasons for not being called for interview, etc.
- Canvassing in any form will result in disqualification.
- Selected candidates must join the duty on a date determined by the GMU/GIMAC. The GMU/GIMAC reserves the right not to appoint a selected candidate if he / she is unable to join the duties on a designated date.
- 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.
- Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
- The GMU/GIMAC reserves the right to alter/ insert any corrections/ additions in the advertisement/ website <https://gimac.in> 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 GIMAC website only.
- The GMU/GIMAC 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 shall be rejected or terminated from service.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the GMU/GIMAC reserves the right to modify / withdraw / cancel any communication made to the candidates.

- The decision of the GMU/GIMAC Authorities on any/ all matters in relation to this advertisement shall be final and binding.
- Applicants must produce original testimonials, certificates, and other documents at the time of Selection Process.
- Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
- The GMU/GIMAC reserves the right not to fill up any or all the vacancies 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.

- Application fees: ₹ 1000 for candidates from unreserved category and ₹ 700 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 Maritime University**” payable at Gandhinagar. No other mode of fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.
- The application in the prescribed format alongwith DD (Demand Draft) and the relevant supporting documents should reach “**President-GIMAC, Gujarat Maritime University, Transitory Campus at GNLU, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar, Gujarat-382426, India**” by 5:00 PM on or before **11th January, 2025**. The application form must be sent through Indian Post (Registered Post or Speed Post)/Courier. Application form submitted in person will not be accepted by the GMU/GIMAC.
- The envelope should be superscribed as “**Application for the post of “.....” at Gujarat International Maritime Arbitration Centre (GIMAC)**.”
- The Application fee is non – refundable, and no inquiries will be entertained in this regard by the GMU/GIMAC.
- The GMU/GIMAC will intimate the detailed selection process to the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.

President-GIMAC