

**Post Name**

Administrative Assistant- Facility

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

**Roles & Responsibilities**

The recruit shall be responsible for:-

- Facilities, premises and office management
- Making travel/hotel bookings for staff as required
- Looking after building and grounds maintenance
- Looking after cleaning, catering and vending
- Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premise
- Looking after utilities and communications infrastructure
- Investigating availability and suitability of options for new premises
- Coordinating essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling
- Coordinating and responding appropriately to emergencies or urgent issues as they arise and dealing with the consequence
- Ensuring that basic facilities, such as water and AC, are well-maintained
- Overseeing building projects, renovations or refurbishments
- Drafting reports and making written recommendations
- Any other work assigned by reporting authority

**Qualification**

Any Graduate/Post Graduate with Minimum 55% marks or its equivalent grade in any discipline from a recognized University/Institute. Diploma-Civil Engg is preferable

**Experience**

Minimum 3-8 years experience in Facility or similar role

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and writing skills</li> <li>• Drive, competence, flexibility and a willingness to learn</li> <li>• Good teamwork, analytical and problem-solving skills</li> </ul>
<b>Reporting</b>	Director/Assistant Director (Administration), GSFCU
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> <li>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> <li>A. Increment based on PMS score as per the PMS policy for Non Teaching staff</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Mediclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p> <p>HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies &amp; how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).</p>
<b>Tenure of Appointment</b>	The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.
<b>Location</b>	Vadodara, Gujarat.