

<b>Post Name</b>	Office Assistant
<b>Introduction</b>	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• To provide support service to admission and marketing departments during admission season.</li> <li>• Provide general administrative support to the administrative office or department.</li> <li>• Handle incoming and outgoing communication, including emails, letters, and official correspondence.</li> <li>• Assist in scheduling and coordinating meetings, workshops, and events.</li> <li>• Maintain and organize official documents, records, and administrative files. Ensure compliance with record-keeping policies and guidelines.</li> <li>• Work collaboratively with other administrative staff, academic departments, and faculty.</li> <li>• Assist students with administrative inquiries, providing information about policies, procedures, and services.</li> <li>• Coordinate student appointments and facilitate communication between students and administrative staff.</li> <li>• Handle sensitive information with discretion and maintain a high level of confidentiality.</li> </ul>
<b>Qualification</b>	Graduate in any discipline from a recognized and reputed University/Institution with 55% marks
<b>Experience</b>	Min. 1-year experience in any reputed Organization or Institute as Office Assistant
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven success in office coordination</li> <li>• Excellent written and verbal communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong time management and multitasking abilities</li> <li>• Proficiency with office applications, and aptitude for learning new software and systems</li> </ul>
<b>Reporting</b>	Director/Deputy 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 Medclaim 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.</p> <p>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.