

**Post Name**

Dy. Manager/Manager (Security)

**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.

**Roles & Responsibilities:**

The recruit shall be responsible for:-

- Create and enforce security protocols to ensure the safety, security and discipline at the University campus.
- Manage and lead a team of security personnel/guard, providing training and guidance from time to time as may be required to ensure proper security of all stakeholders including the assets of University.
- Regularly evaluate potential security risks and vulnerabilities within the University premises.
- Act promptly in emergencies, coordinating responses to security breaches or alarms.
- To maintain a proper liaison with the security agency and ensure that the guard being deployed by the security agency at the University Campus are physically able and are properly trained for ensuring the safety and discipline across the Campus.
- Document incidents, security activities, and any breaches to maintain a comprehensive record for management review.
- Collaborate with local law enforcement and emergency services to enhance security measures and response strategies.
- Regularly inspect and patrol the University premises to ensure the safety of the property. This includes checking for unauthorized entry or activity.
- Write reports of any incidents, accidents, or other events that occur during their shift and when necessary immediately inform any untoward incident that happens at the University premises by keeping proper vigil.
- Implement security training and awareness programs for employees. This includes educating staff on security protocols, emergency procedures, and best practices for maintaining a secure work environment.
- Actively oversee live video feeds from CCTV cameras to detect suspicious activities or security breaches as they occur.
- Secure all exits, doors and windows after end of operations

**Experience**

A minimum of 10-15 years of working experience in the Armed Forces, Military/Para-Military or relevant experience from Industry. Candidates must be ex-servicemen with a proven track record of service.

**Skills**

- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Excellent surveillance and observation skills

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| <b>Reporting</b>             | <ul style="list-style-type: none"> <li>• Tech-savvy with experience in surveillance systems</li> <li>• Trained in First Aid/BLS and self-defense</li> </ul> <p>Campus Director</p>   |
| <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>• The core salary</li> <li>• PF as per applicable statutory norms</li> <li>• Increment (6% - 8%) based on API 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> <li>• Gratuity shall be applicable as per the Payment of Gratuity Act, 1972.</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.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p> |
| <b>Tenure of Appointment</b> | <p>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.</p>   |
| <b>Location</b>              | <p>Vadodara, Gujarat.</p>  |