

**Post Name****Sr. Admin 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.

**Roles & Responsibilities**

- Coordinate day-to-day facility operations including housekeeping, security, horticulture, transport, and maintenance services.
- Act as a liaison between the facilities team, service vendors, and internal departments.
- Maintain records related to facility operations, service contracts, AMCs, work orders, and vendor bills.
- Assist in monitoring vendor performance and ensure compliance with service-level agreements (SLAs).
- Support preparation of budgets, estimates, and purchase requisitions related to facility requirements.
- Maintain asset registers, inventory records, and assist in periodic physical verification.
- Handle correspondence, emails, and documentation related to facility management.
- Support campus safety, cleanliness, and infrastructure upkeep initiatives.
- Assist in coordination of events, convocation, examinations, and other university activities from a facility perspective.
- Address and track facility-related complaints and ensure timely resolution.
- Ensure compliance with statutory and safety norms in coordination with concerned departments.
- Prepare reports, MIS, and presentations as required by the reporting authority.
- Perform any other duties assigned by the management from time to time.

**Qualification**

Graduate in any discipline (preferred: Administration / Management / Engineering background).

<b>Experience</b>	3–5 years of relevant administrative or facility management experience, preferably in a university, institution, or large campus environment.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong coordination and organizational skills.</li> <li>• Good communication skills (written and verbal).</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint).</li> <li>• Ability to multitask and work under deadlines.</li> <li>• Vendor coordination and basic understanding of facility operations.</li> <li>• Problem-solving and attention to detail.</li> </ul>
<b>Reporting</b>	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 structure shall include the following components:</p> <ol style="list-style-type: none"> <li>a) CTC</li> <li>b) PF and Gratuity as per applicable statutory provisions</li> <li>c) Annual increment linked to PMS score, as per the PMS Policy applicable to Non-Teaching Staff</li> </ol>
<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.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p>

HR shall also 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 in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

**Tenure of Appointment**

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.

**Location**

Vadodara, Gujarat.