

<b>Post Name</b>	Administrative Assistant- Examination
<b>Introduction</b>	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.
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• To organize all work related to GSFC university examinations such as preparation of supervision chart, collection of question papers from setters, appointments of senior supervisors in consultation with Controller of Examination.</li> <li>• To correspond with all concerned regarding university examinations, results of students, students complaints regarding examinations.</li> <li>• To organize the filling of examination forms, revaluation &amp; verification forms of students &amp; submission to university.</li> <li>• To prepare results of students and its distribution.</li> <li>• To send requirement of examination stationary to Procurement division &amp; maintaining its up to date records.</li> <li>• To arrange for online/offline examinations as per schedule &amp; instructions of university.</li> <li>• To maintain the records of all passed out students of this University in a separate register also in a soft copy.</li> <li>• To prepare &amp; display the day to day notification/circular on university website/ notice boards &amp; bring the contents to the notice of students/faculty /Provost of University.</li> <li>• To send the program of proposed practical examinations dates to university &amp; get final programme of practical/oral examinations.</li> <li>• To submit term work /oral practical marks to GSFC University in time bound manner.</li> <li>• To organize arrangement of furniture and numbering of examination seats for University examinations.</li> <li>• To receive the examination stationery from Procurement division &amp; keep in the strong room.</li> </ul>
<b>Qualification</b>	Any Graduate with Minimum 55% marks or its equivalent grade in any discipline from a recognized University/Institute.
<b>Experience</b>	2-3 years experience in relevant field
<b>Reporting</b>	Assistant Registrar- Examination
<b>Remuneration</b>	Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

**Other Benefits**

The salary shall have following components -

- A. The core salary
  - B. PF as per applicable statutory norms
  - C. Increment based on PMS score as per the PMS policy for Non Teaching staff
- Group Mediclaim Insurance Policy and Group Personal Accident Policy
  - Treatment at GSFC Medical Center on applicable terms

**Selection Procedure**

Personal Interview of the short listed candidates will be conducted by the committee members.

**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.