

## **Job Description**

### **Post Name**

Registrar

### **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**

The recruit shall be responsible for:-

- To function as the custodian of the records, minutes of the meetings of the authorities of the University, the common seal and all properties of the University;
- To submit information, reports, and documents to the Government and conduct liaison with the local and central Government as also with any regulatory bodies, including UGC;
- To place before the President, Provost or any authority of the all such information and documents as may be necessary for transaction of their business;
- To conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University, subject to the provisions of the Act, the Statutes, the Ordinances, Regulations and Rules;
- To act as a chief compliance officer in letter and spirit in respect of all regulatory affairs including fee regulatory committee/ACPC;
- To act as a custodian of all records, all lecture videos, photographs, films, documents, files and develop appropriate system for the same;
- To perform duties of CLO in his/her absence;
- To associate and work with Quality Control Officer
- To develop internship protocol for students as also for faculty for providing industrial exposure;
- To ensure that all the seats are filled and for the purpose develop and implement the administrative plan and strategy after the Board of Management's approval;

- To interact and co-ordinate with local schools in and around Baroda for arranging summer courses for students and teachers;
- To design and get prepared e-learning teaching material by the faculty;
- To procure teaching resources from other Universities/ Institutions;
- To maintain a register of all registered graduates of the University in the specified form and host the same on the website of the University;
- To maintain a register of all Degrees, Diplomas and Certifications conferred by the University and host the same showing the grades on the website of the University;
- To have disciplinary control over the employees working under him as per powers delegated by the Provost;
- To render to the President/Provost such assistance as may be desired by him/her in the performance of his/her official duties;
- To act as a nodal officer for liaisoning and dealing with the Sponsoring Body;
- To organize a campaign/various programmes for the purpose of raising the funds;
- To prepare annual calenders of various activities of the University;
- To develop administrative manual for faculty and students and ensure its compliance/enforcement;
- To ensure compliance of working hours and other stipulations of faculty annual performance norms;
- To assess the requirement of new laboratories;
- To closely associate and co-ordinate for new courses and obtain requisite approvals and ensuring necessary human resource and physical infrastructure;
- To perform such other duties as may be specified by the Governing Body or the Board of Management or the President or the Provost from time to time; and
- To exercise such powers and perform such duties as may be specified in the Statutes, Ordinances, Regulations and Rules of the University.

### **Qualification**

Master's Degree in any discipline with at least 55% marks or its equivalent grade B in the UGC 7 point scale from a recognized Universities /institutes.

### **Experience**

i) With at least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years' experience in

educational administration

OR

ii) Comparable experience in research establishment and/or other institutions of higher education

OR

iii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

### **Skills**

- Strong verbal and written communication skills
- Conceptualisation skill
- Skill for visualising complex administrative process
- Team building and team management skill
- Interpersonal and human relation skills
- Knowledge of the rules of Central and State Government, organisations concerned with education, regulatory bodies, service rules and regulations, etc.
- Good team leader
- Strong networking Skills
- Decent grasp of financial/accounting/auditing process

### **Reporting**

Provost

### **Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms

### **Other Benefits**

- Treatment at GSFC Medical Center
- Group Medical Insurance and Personal Accident Policy

### **Selection Procedure**

#### **Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate 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.

#### **Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee

Members.

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 3 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.