

<b>Post Name</b>	<b>Senior Manager/ Chief Manager - HR</b>
<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 Human Resource in general are invited to join our endeavor.</p> <p>The recruit shall be responsible for:</p>
<b>Roles &amp; Responsibilities</b>	<p><b>Recruitment and Staffing:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement recruitment strategies to attract and hire qualified candidates.</li> <li>• Conduct job interviews, assess candidates, and make hiring recommendations.</li> <li>• Collaborate with hiring managers to identify staffing needs.</li> <li>• Develop, implement, and update HR policies and procedures</li> </ul> <p><b>Onboarding and Orientation:</b></p> <ul style="list-style-type: none"> <li>• Facilitate the Onboarding process for new employees.</li> <li>• Ensure new employees are familiar with university policies, culture, and procedures.</li> <li>• Coordinate orientation programs.</li> </ul> <p><b>Employee Relations:</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison between employees and management.</li> <li>• Address employee concerns, grievances, and conflicts.</li> <li>• Promote a positive and inclusive work environment.</li> <li>• Enforce company policies and procedures.</li> </ul> <p><b>Training and Development:</b></p> <ul style="list-style-type: none"> <li>• Identify training needs and develop training programs.</li> <li>• Promote employee development and career growth.</li> <li>• Monitor and assess training and development programs.</li> </ul>

**Compensation and Benefits:**

- Administer and manage employee compensation and benefits programs.
- Ensure compliance with labor laws and regulations regarding wages and benefits.
- Conduct compensation reviews and salary benchmarking.

**Performance Management:**

- Oversee the performance appraisal process.
- Set performance standards and goals.
- Provide guidance on performance improvement and development plans.
- Manage employee recognition and reward programs.

**HR Policies and Compliance:**

- Develop and enforce HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Handle legal and regulatory matters related to HR.

**Employee Records and HR Systems:**

- Maintain accurate and confidential employee records.
- Implement and manage HR information systems.
- Generate HR reports and analytics.

**Diversity and Inclusion:**

- Promote diversity and inclusion initiatives.
- Develop and implement strategies for a diverse workforce.

**Termination and Off boarding:**

- Manage the termination and off boarding process.
- Conduct exit interviews.
- Ensure compliance with legal requirements.

**Legal Compliance:**

- In-depth knowledge of employment laws and regulations to ensure HR practices are compliant.

**Employee Engagement and Retention:**

- Foster a positive work culture.
- Develop and implement employee engagement programs.
- Monitor and improve employee satisfaction and retention.

**Health and Safety:**

- Ensure workplace safety and compliance with health and safety regulations.
- Manage and respond to workplace accidents and incidents.

**HR Strategy:**

- Contribute to the development and implementation of HR strategies aligned with the University's goals and objectives.

**Qualification Sr. Manager / Chief Manager**

Master's degree with a specialization in HR with Minimum 55% marks or its equivalent grade in any discipline from a recognized University/Institute.

**Experience**

**Senior Manager / Chief Manager:** Minimum of 12 years of progressive HR experience with 08 years in a managerial role. The experience in higher education institute is preferable.

**Age**

**Not more than 45 years as on 01<sup>st</sup> January 2025**

**Skills**

- Excellent communication, interpersonal and writing skills
- Drive, competence, flexibility and a willingness to learn
- Good teamwork, analytical and problem-solving skills

**Reporting**

Director / Dy. Director (Administration), GSFCU

**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
- C. Increment based on PMS score as per the PMS policy for non-Teaching staff

**Other Benefits**

- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Stage 1 - Written Ability Test****Selection Procedure**

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.

## **Stage 2 –Personal Interview**

Interviews of the short-listed candidates will be conducted by the committee members.

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 & how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).

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.

Vadodara, Gujarat.

**Tenure of Appointment**

**Location**