

Post Name	Administrative Assistant- HR
Introduction	<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 academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
Roles & Responsibilities	<p>The recruit shall be responsible for: -</p> <ul style="list-style-type: none"> • Maintaining and updating employee records (soft and hard copies) • Maintaining and updating employee leave record • Assist in the recruitment process and joining of a new employee • Assist in screening, testing applicants, maintaining personnel records, obtaining temporary staff from agencies. • Assist in recording new hires, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time • Set up interviews and issue relevant correspondence • Assisting with day to day operations of the HR functions and duties • Providing clerical and administrative support to Human Resources executives • Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc) • Assist in dealing with employee requests regarding human resources issues, rules, and regulations • Communicate with public services when necessary
Qualification	Bachelor's degree in Human Resources, Business, or a related field (preferred).
Experience	Minimum 1-3 years' experience in HR/Admin or similar role
Skills	<ul style="list-style-type: none"> • Strong organizational and time-management skills. • Excellent communication and interpersonal skills. • Familiarity with recruitment tools and techniques.

	<ul style="list-style-type: none"> • Ability to maintain confidentiality and handle sensitive information. • Detail-oriented with the ability to multitask.
Reporting	Director/Dy. Director (Administration), GSFCU
Remuneration	<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"> A. The core salary B. PF as per applicable statutory norms A. Increment based on PMS score as per the PMS policy for Non Teaching staff
Other Benefits	<ul style="list-style-type: none"> • Group Mediciam Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms
Selection Procedure	<p>Stage 1 - Written Ability Test</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. Only qualified candidates shall be invited for the further rounds of selection procedure.</p> <p>Stage 2 –Personal Interview</p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p> <p>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).</p>
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.