

Job Description

Name of the Post	PA to Provost (Male Only)
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>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">● To perform a variety of administrative tasks, accommodating shifting priorities in a highly charged environment to facilitate Provost's ability to effectively lead the University● Serve as first point of contact with internal and external constituents requesting contact with the Provost; screen and prioritize requests for meetings and event attendance; manages complex calendars, provide logistical support and resolve schedule conflicts● Proper agenda preparations and planning for all the meetings headed by Provost at the University● Preparing and maintaining up-to-date Minutes of Meetings (MoM) for all the type of meetings held by Provost at the University;● Prepare Provost's daily calendar; research, summarize, compile and maintain proper documentation of all the records for ready reference;● Coordinate travel arrangements. registrations for conferences and meetings; make arrangements for public appearances or media interviews in consultation with University Communications● Coordinate with University Faculty/Staff to ensure all aspects of event details are complete; clarify and brief Provost regarding expected role;● Perform any other duties as assigned by the Provost for Academic and Administrative related affairs:● Any other duty/assignment given by Provost.
Qualification	Any Graduate/Post Graduate with Minimum 55% marks (or equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
Experience	Minimum 2 years of experience or exposure to work as an Executive/Personal Assistant to higher echelon / senior executives.
Reporting	Provost
Skills	<ul style="list-style-type: none">● Excellent knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)● Ability to manage stress and responsibility● A high level of accuracy and the ability to keep detailed file notes.● Must be capable of interpreting information, with a competent level of problem-solving ability● Good Communication Skills both Oral and Written

Remuneration	<p>The salary shall have following components –</p> <ul style="list-style-type: none"> • The salary structure will be as per the approved pay scale. • PF as per applicable statutory norms • Increment based on PMS score as per the PMS policy for non-Teaching staff
Other Benefits	<ul style="list-style-type: none"> • Group Mediclaim 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 is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualified candidates shall be invited for the further rounds of selection procedure</p> <p>Stage 2 - Interview Process:</p> <p>In this phase, interviews of shortlisted candidates will be conducted by the Selection Committee</p>
Tenure of Appointment	<p>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.</p> <p>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.</p>
Location	<p>Vadodara, Gujarat.</p>