

<b>Post Name</b>	Security Supervisor (Female)
<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 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>
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for: -</p> <ul style="list-style-type: none"> <li>• Direct and manage the work of security staff, assign duties, and monitor performance to ensure a safe and secure campus environment.</li> <li>• Conduct regular patrols of university grounds and buildings to deter crime, respond to emergencies, and provide a visible security presence.</li> <li>• Coordinate responses to incidents, including medical emergencies, fire alarms, and security breaches; liaise with police, fire, and medical services as needed.</li> <li>• Document all security incidents, prepare reports, and maintain accurate daily logs of activities and incidents.</li> <li>• Ensure adherence to university rules, regulations, and safety protocols, including traffic and parking enforcement.</li> <li>• Provide training and guidance to security staff on safety procedures, emergency response, and customer service.</li> <li>• Oversee security for university events, monitor access to buildings, and issue identification or parking permits as required.</li> <li>• Act as a point of contact for students, staff, and visitors, providing information and assistance as needed.</li> <li>• Identify potential security threats, conduct risk assessments, and implement preventive measures to enhance campus safety.</li> </ul>
<b>Qualification</b>	Any Graduate
<b>Experience</b>	Previous experience in security supervision, preferably in an educational or large organizational setting

**Skills**

- Excellent interpersonal and communication skills, with the ability to interact effectively with a diverse campus community.
- Strong leadership and team management abilities.
- Ability to handle complex situations calmly and effectively.
- Capable of performing patrols and responding to emergencies as required.

**Reporting**

Campus Director

**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
- A. Increment based on PMS score as per the PMS policy for Non Teaching staff

**Other Benefits**

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

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

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.

**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.