

## Job Description

<b>Name of the Post</b>	Sr. Assistant -Store
<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>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Maintain the whole document related to store like Material inward &amp; outward register Material stock register, courier, etc.</li><li>• Receiving material as per Purchase Order &amp; preparation of GRN after Quality Assurance.</li><li>• Material receipt from main store &amp; supply of material to the concerned division.</li><li>• Monthly consumption report, rejection report &amp; minimum order level maintenance.</li><li>• Maintaining inventory management system for stores.</li><li>• To keep close Watch on Short, Non - Moving items and slow – Moving items giving details of the same to the Management.</li><li>• To keep the material on the racks &amp; pallets as per predefined location</li><li>• Any other duty that may be assigned by the Competent Authority from time to time.</li></ul>
<b>Qualification</b>	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.
<b>Experience</b>	Minimum 3-8 years' experience in Stores or similar role
<b>Reporting</b>	Director/Dy. Director (Administration), GSFCU
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication, interpersonal and writing skills</li><li>• Drive, competence, flexibility and a willingness to learn</li><li>• Good teamwork, analytical and problem-solving skills</li></ul>
<b>Remuneration</b>	<p>The salary shall have following components –</p> <ul style="list-style-type: none"><li>• The salary structure will be as per the approved pay scale.</li><li>• PF as per applicable statutory norms</li><li>• Increment based on PMS score as per the PMS policy for non-Teaching staff</li></ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Group Mediclaim Insurance Policy and Group Personal Accident Policy</li></ul> <p>Treatment at GSFC Medical Center on applicable terms</p>

**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 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.

**Stage 2 - Interview Process:**

In this phase, interviews of shortlisted candidates will be conducted by the Selection Committee

**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.