

Post Name

Director - Administration

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2009. 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 future ready employable manpower.

Individuals with strong inclination towards Administration in general are invited to join our endeavor.

The recruit shall be responsible for:

Roles & Responsibilities

Recruitment and Staffing:

- The Director (Administration), subject to the provisions of the Act, and the rules made there under shall be the principal administrative officer of the University and shall exercise general superintendence and control over the affairs of administration of the University;
- The Director (Administration) will be responsible for planning and management of various projects, specifically relating to developing infrastructure for academic, co-curricular and administrative purpose;
- Responsible for administrative activities, viz. recruitment of various positions including career planning, training of faculties and other teaching and non-teaching staff and other HR related matters like suspension, termination, etc., public relations and marketing activities; framing of various policies and grievance handling; liaison with various educational institutions, external agencies, government departments; organizing and facilitating educational/Social activities;
Responsible for ensuring that all faculties and staff are fully aware of their obligations of complying with University's policies and procedures;
- Responsible for co-ordination with Sponsoring Body, Industries, etc. ;
- He will be responsible for development of co-curricular activities including infrastructure, support to the students club;
- He will be responsible for managing all the assets and properties of the University and their repair and maintenance;
- He shall be responsible for non-academic statutory compliances, filing of returns, etc.;
- He shall be responsible for procurement of all items, materials, stationeries, IT consumables, laboratory equipment and chemicals, etc. generally required for efficient functioning of the entire educational campus of the University;
- He shall be responsible for creating, operationalizing and maintaining the IT infrastructure for the University;
- To appoint persons to the posts below Officer level among the Administrative Staff and Technical Staff in accordance with the recruitment policies and process of the University;
- To maintain service records of all the employees of the University;
- To generally supervise the administrative functions of the University;

- To process disciplinary action, whenever needed, against the Teaching Staff Technical Staff, Administrative Staff and Students of the University as per the Statutes, Ordinances, Regulations and Rules;
- To develop and manage data management centre including personnel data;
- He will be responsible for HR management, i.e. recruitment, performance evaluation including Annual Performance Linked Incentives (APLI) and other HR related functions;
- To outsource such activities or functions as may be necessary;
- To ensure payment to the guest faculty;
- To award Annual Rate Contracts/Annual Maintenance Contracts for procurement of various items and services;
- To ensure timely preparation of Annual Report; • To ensure that the website of the University is properly managed and kept up-to-date;
- To carry out public relations functions and corporate communications;
- To ensure that the students are provided with internship in the industries and interact with the industries;
- To set up the campus placement cell; and
- To perform such other duties as may be assigned by Governing Body, Board of Management and the President.
- To execute the Institutional Development Plan.

**Qualification –
Director (Admin)**

Bachelor’s Degree from a recognized university, with Minimum 55% marks or its equivalent grade in any discipline from a recognized University / Institute.

Post graduate degree in management / HRM / Finance is preferable.

Law & Finance background is preferable.

Experience

20 - 25 years of relevant administrative/management experience in academic administration at university-level institute / Industries. This may include facility management, operations, general administration, HR, finance, and related areas. Minimum of 10 years in a managerial and administration role handling independently the administration and management of educational institute or a business unit.

Handling broad administrative portfolios, planning and budgeting tasks, policy implementation, and coordination across departments is usually expected.

Age

50 years as on 01st January 2026

Reporting

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

Selection Process**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.

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).

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 03 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 for one more term of 03 years.

Location

Vadodara, Gujarat.