

<b>Post Name</b>	Office Assistant– DOST AI
<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> <p>The recruit shall be responsible for:-</p>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in developing and maintaining the alumni database.</li> <li>• Support the organization of alumni meets, reunions, and networking events.</li> <li>• Assist in managing alumni communication channels such as newsletters, alumni portals, and social media.</li> <li>• Provide support in facilitating alumni mentoring programs.</li> <li>• Assist in coordinating alumni involvement in internships, placements, and academic activities.</li> <li>• Support fundraising and institutional development initiatives as required.</li> <li>• Handle routine administrative tasks, documentation, and official correspondence.</li> <li>• Assist in coordination of meetings, events, and engagement activities.</li> <li>• Maintain and update records, reports, and MIS related to alumni engagement.</li> <li>• Provide administrative support to the Manager – Alumni Relations / reporting authority.</li> <li>• Perform any other duties assigned by the reporting authority from time to time.</li> </ul>
<b>Qualification</b>	Graduate in any discipline with minimum 55%.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 01 years’ experience in Office Administration.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective time management skills to handle multiple tasks and priorities.</li> <li>• Strong communication skills to collaborate with students, employees, and senior management, as well as to handle issues and requests.</li> <li>• The candidate must possess strong proficiency in computer applications, specifically MS Word, MS Excel, and MS PowerPoint.</li> </ul>
<b>Reporting</b>	Provost, GSFCU

<b>Remuneration</b>	<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"> <li>• The core salary</li> <li>• PF as per applicable statutory norms</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Mediclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate 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><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short listed candidates will be conducted by the committee Members.</p> <p>HR shall also 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 in advance or on the interview date. This case study is specially designed to gauge the candidate’s skills, competencies &amp; how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).</p>
<b>Tenure of Appointment</b>	<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. 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>
<b>Location</b>	<p>Vadodara, Gujarat.</p>