

Job Description

Post Name	Administrative Assistant- Examination
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 and Fire & EHS 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 assist Assistant Registrar (Examination) in the following activities : –</p> <ol style="list-style-type: none">1) To organize all work related to GSFC university examinations such as preparation of supervision chart, collection of question papers from setters, appointments of senior supervisors in consultation with Controller of Examination.2) To correspond with all concerned regarding university examinations, results of students, students complaints regarding examinations.3) To organize the filling of examination forms, revaluation & verification forms of students & submission to university.4) To prepare results of students and its distribution.5) To send requirement of examination stationary to Procurement division & maintaining its up to date records.6) To arrange for online examinations as per schedule & instructions of university (if required).7) To maintain the records of all passed out students of this University in a separate register also in a soft copy.8) To prepare & display the day to day notification/circular on university website/ notice boards & bring the contents to the notice of students/faculty /Provost of University.9) To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.10) To submit term work /oral practical marks to GSFC University in time bound manner.11) To organize arrangement of furniture and numbering of examination seats for University examinations.12) Any other task assigned by Assistant Registrar- Examination
Qualification	Any Post Graduate/Graduate with minimum 55%
Experience	2 to 3 years in relevant field

Selection Procedure

The shortlisted candidates shall be invited for an interview with selection committee members.

Reporting

Assistant Registrar- Examinations

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. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.