

Post Name	Administrative Assistant (Maintenance)
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, 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 responsibilities are as follows:-</p> <ul style="list-style-type: none"> • Inspection of University buildings/sites (SOS, SOT, NLB, Bhawans, etc) regularly to identify problems and necessary maintenance. • Planning and scheduling of maintenance works by internal/external contractors. Taking corrective action to minimize gap between plan and action. • To supervise maintenance workers and contractors & ensure that work is completed on time. • Trouble-shoot maintenance problems/complaints including plumbing problems. • Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments. • Conduct follow-ups on all maintenance and repair work. • Comply with all health and safety regulations and practices on site. • Responds to maintenance requests of students, faculties and staff. • Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services. • Managing and monitoring good housekeeping. • Bhawan maintenance and student coordination (Boys) for admission, fees collection and to solve other Bhawan related queries. • To perform other related duties as assigned
Qualification	B.Tech- Mechanical/Civil or Diploma in Civil Engg
Experience	Min 2 to 3 years experience in relative field
Skills	<ul style="list-style-type: none"> • Technical knowledge • Prioritization & Organization skills

- Computer literate with capability in email, MS Office and related communication tools.
- Strong decision-making and problem-solving skills

Reporting

Sr. Manager- Facility , 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

Other Benefits

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

Selection Procedure

Initial scrutiny shall be based on the quality and number of years of experience, as well as the qualification required for the position.

Shortlisted candidates shall be invited for the Personal Interview with selection 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 contract 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.