

Post Name	Caretaker (For Boys Hostel)
Introduction	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. Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor. Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University. The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.
Roles & Responsibilities	The recruit shall be responsible for:- • Responsible to provide keys of rooms to students as per allotment by Facility Division. • To ensure that the duties performed provides an orderly and supportive environment for the students. • To maintain a good standard of behavior and discipline in accordance with the student code of conduct and regulations. • Regular check and overall supervision on the working, discipline, cleanliness and all other aspects of General administration of the Bhawan. • Regarding disciplinary action against the inmates, warden's report will be final • As a custodian and in-charge of all the Bhawan properties, he/she has to verify the stock periodically. • To communicate clearly, calmly and assertively in the event of incidents. • To manage the response to incidents and emergencies relating to health, safety and general wellbeing of students and to liaise effectively with seniors, University support services, where appropriate and within existing procedures. • Looks after the quality of food served in the Bhawans. • Keeps strict discipline among students of the Bhawans • Reports to the office of Director (Administration) in case of any indiscipline or misbehavior by the students • Arranges for first-aid in case of any emergency and arrange for hospitalization of student/ staff, if required.

	• To maintain a record of the absence of the students from the Bhawan and update the same to the facility division • Ensure safety and security of all boarders at all times and maintenance of discipline in and around the Bhawan. • To be available, during specified office hours, to discuss problems and other matters with students who wish to consult them.
Qualification & Experience	• Graduate with minimum 5 years' relevant experience in reputed educational institutions. • Ability to operate a computer and working knowledge of MS Office.
Skills	• Good administrative & operational skills. • Good knowledge of written and spoken Hindi and English.
Reporting	Campus Director, 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 Mediclaim Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms
Selection Procedure	Stage 1 - Written Ability Test 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. 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 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 & 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).

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.