

Job Description and Job Specification														
About GSFC	Gujarat State Fertilizers & Chemicals Ltd. (GSFC) is a leading public sector enterprise, pioneering in the fields of fertilizers and industrial chemicals. We are committed to sustainable development, technological innovation, and contributing to the national growth agenda. GSFC offers a purpose-driven environment with a strong commitment to sustainability, employee development, and nation-building. As a leader, you will have the opportunity to influence high-impact projects and shape the organization's growth trajectory.													
Post Name	Security Officer													
Post Code	40/O/10													
Age Criteria	Not more than 50 years as on the date of advertisement													
Qualification	Any Graduate													
Experience	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Candidate Category</th><th>Required Industrial Security Experience*</th></tr> </thead> <tbody> <tr> <td>1</td><td>JCO & above from Army, Navy, Air Force, BSF, CRPF, ITBP, Assam Rifles, Sashastra Seema Bal, National Security Guard</td><td>More than 7 years</td></tr> <tr> <td>2</td><td>SI (Executive) & above – CISF</td><td>More than 5 years</td></tr> <tr> <td>3</td><td>Agniveer from Army / Navy / Air Force</td><td>More than 10 years</td></tr> </tbody> </table> Candidates must fulfill the requirement of any one of the above three category to be eligible for the post. * Industry experience must be in Security roles at the level of Security Officer or above in a large-scale Chemical, Fertilizer, Petrochemical, Pharma, Power or Manufacturing industry.		Sr. No	Candidate Category	Required Industrial Security Experience*	1	JCO & above from Army, Navy, Air Force, BSF, CRPF, ITBP, Assam Rifles, Sashastra Seema Bal, National Security Guard	More than 7 years	2	SI (Executive) & above – CISF	More than 5 years	3	Agniveer from Army / Navy / Air Force	More than 10 years
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Essential	Medical Category A/SHAPE 1/A1G1													
Purpose	Responsible for ensuring security and safety of men, materials and company property in Plant, Office and Township													
Overall Responsibilities	Planning Assessing of security risks and mitigation planning including - Loss Prevention Plan - Crime Prevention Plan Security - Monitoring of Access Control at all Gates - Monitor deployment process to ensure deployment of security personnel at right posts according to shifts decided by making duty roster. - Monitor deployment of personnel to ensure availability of Security personnel at all times for all purposes and in all shifts in the Plant and Township. (e.g. informing requirements in advance for VIP visit) - Monitor for any intrusions and regulate activities around the boundaries of the Plant and Township (e.g. restriction of entry on blacklisted and suspected personnel, regulation of traffic)													

	• Maintain harmony, discipline, and team spirit in Township and Plant • Theft / Loss Prevention & why-why analysis of modus operandi / any incident of pilferage / theft / burglary / mischief etc. Site Inspection and tracking • Monitor the in/out of men, material and vehicles movement in premises • Consistently checking of all vehicles, packages or any other material being carried out through Gates • Conduct regular premises inspections to ensure proper vigil of complex. • Coordinate with other departments for details of administrative requirements, to efficiently plan and provide services. • Vigilance on all activities & develop informers for collection of information Operations • Monitor Security related activities to ensure the Security of the Plant and Township on round-the-clock basis. • Promptly react on any incident/ accident taking place in GSFC Complex • Conduct investigation, enquiries & enforcing discipline • Perform analysis of all issues and incidents to prevent recurrence • Perform procurement of all administrative and stores requirements (e.g. uniforms, uniform articles, Security gadgets etc.) • Monitor & maintenance of CCTV System and Security equipment's i.e. Wireless Set, Arms & Ammunition and others along with related statutory requirements • Ensure issuance of relevant passes as per requirement & maintain accurate record • Participate in safety training and safety mock drills/ programs to be in a constant state of readiness. Documentation • Maintain documentation of Integrated Management System (IMS), SOP DM etc. • Ensure proper record keeping and weeding out as per retention period of SOP • Proper attendance record of outsourced personnel • Scrutinize day-to-day mail and reports and store in respective files and folders • Ensure proper housekeeping of Security Offices & posts Improvement and Innovation: • Keep self-updated about new developments in own area of work • Display willingness to adopt to new Corporate initiatives • Identify areas of improvement & its plan for implementation People Management • Monitor workload to ensure fair distribution of work to Security Team • Provide functional and technical training / guidance to Security Team • Resolve the conflicts & issue by taking responsibility • Maintain quality of work of Team • Contribute to the performance appraisal of Staff • Contribute to identification of training requirements of Company & contract personnel • Awareness sessions for all team members to prevent any incident posing security hazards and ensuring readiness for disaster
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	Budgetary Controls • Operating within allocated CAPEX • Control in revenue & capital scheme • Proper inventory procurement Compliance • Monitoring of statutory compliances of PSARA Act & Rules of Central & State • Ensure compliances of applicable Laws, Arms Act, Labour Laws etc. • Ensure compliance of internal & external audits
Skills	• Thorough knowledge of rules, regulations and policies of large business unit/organization • Knowledge of Security Operations and Procedures • Surveillance Skills • Ability to identify and solve structured & unstructured problems • Good written and oral communication • Coordination/liaison with Police, Civil Administration and other Agencies • Skills for grievance handing & negotiation to resolve any issue • Knowledge of computer and thorough awareness in preparing reports, PPT and record management • Teamwork & Interpersonal Skills • Knowledge of relevant SAP modules
Key Performance Indicators	• Ensuring zero pilferage of material • Number of cases of security failure • Number of intrusions/ unauthorized entry • Number of major theft incidents, house-breaking and robbery and time taken to respond to such incidents • Adherence to protocol • No of non-compliances related to Security • Time taken to respond & resolve the issue • Effective utilization of manpower in team
Job Location	Current location is Vadodara Unit; however, recruit may be placed at any other department/unit/depot of the company.
Remuneration	Shall commensurate with skills, experience and market trends.
Additional Information	The recruit shall be required to execute a Service Agreement to serve the Company for a period of 3 years. In case of breach, recruit shall be liable to pay the Company an amount of Rs.1,00,000/- (Rupees One Lakh only) in lieu of liquidated damages

Note:

- 1. The overall responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on organisational requirements.*
- 2. Terms and Conditions of appointment may vary in any manner with any other employees of the Company as per discretion of the Company.*
- 3. Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.*
- 4. Canvassing in any form shall disqualify the candidate for the selection process.*