

<b>Post Name</b>	Admin Assistant- Library
<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 University 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>
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Handling incoming and outgoing communications, including emails, phone calls, and mail specific to library operations.</li> <li>• Entering and maintaining accurate records in library databases and spreadsheets, DCS etc.</li> <li>• Supporting the circulation desk by checking in and out library materials, issuing library cards, and assisting with overdue notices.</li> <li>• Providing information and assistance to library patrons, including helping with the use of library resources and technology.</li> <li>• Ensuring that the library environment is clean, functional, and well-organized.</li> <li>• Helping library users locate books and other materials, use the catalog system, and find information.</li> <li>• Minor repairs of books and materials as needed.</li> <li>• Performing general clerical tasks such as filing, photocopying, and preparing reports.</li> </ul>
<b>Qualification</b>	Graduate / Postgraduate in Library Science / Information Science / Documentation Science from a recognized university/institute with proficiency in computerized library service
<b>Experience</b>	Minimum of 1 year of experience working in a library
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in using library management systems and office software such as Microsoft Office.</li> <li>• Strong organizational skills with attention to detail.</li> <li>• Excellent communication and customer service skills.</li> <li>• Ability to work both independently and as part of a team.</li> <li>• Basic technical skills to assist patrons with using library equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong time management and multitasking abilities</li> <li>• Proficiency with office applications, and aptitude for learning new software and systems</li> </ul>
<b>Reporting</b>	Director/ Deputy Director (Administration), GSFC University
<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>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> <li>A. Increment based on PMS score as per the PMS policy for Non Teaching staff</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim 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>Stage1-Written Ability Test</b></p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weight age 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>Stage2–Personal Interview</b></p> <p>Interviews of the short-listed candidate will be conducted by the committee members.</p> <p>HR shall 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 before the interview. 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 Selection Committee 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>	Vadodara, Gujarat.