

**Post Name**

Laboratory Instructor – CSE

**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:-

- To maintain all Laboratory records.
- To comply with the correct procedures, policies and regulation.
- To stay informed with the latest trends, techniques and best practices.
- To document all the activities, result and report back to course coordinator/reporting authority.
- To perform assigned responsibilities, duties and tasks according to established practices, procedures, techniques and standards in a safe manner and with minimal supervision undertake basic administrative tasks such as filling and answering calls.
- To follow methodologies in carrying routine tasks
- To maintain work area and equipment
- To communicate with subject faculty regarding special needs and maintenance of laboratory facilities on regular basis.
- To make sure all equipment is ready for use during laboratory session.
- To proctor exams when needed.
- To perform clerical tasks as needed.
- To perform other related duties and responsibilities as may be assigned.

**Qualification**

Any graduate/Post Graduate in IT or CSE with minimum 50% (or an equivalent grade in a point scale wherever grading system is followed) or a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

**Experience**

Fresher Or experience of similar role from reputed Organization/Institute.

**Skills**

- Strong planning skills,
- Time-management skills,
- Skills for handling laboratory equipment, technology and material standard for laboratories,
- Documentation skills

**Reporting**

Dean/Associate Dean, School of Technology

**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
- A. Increment based on PMS score as per the PMS policy for Non Teaching staff

**Other Benefits**

- Group Medclaim 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, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage 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.

**Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the 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 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.