

**GUJARAT COUNCIL OF SCIENCE CITY**  
**Dept. of Science & Technology, Govt of Gujarat**

**Advertisement for the position of General Managers in the  
Gujarat Council of Science City, Ahmedabad.**

**Introduction:**

Gujarat Council of Science City (GCSC), working under the aegis of the Department of Science & Technology, Government of Gujarat has been emerged as an effective and large-scale science education and popularisation platform in the state and country.

Spread over an area of 108 hectares of land, Gujarat Science City provides a perfect blend of education and entertainment. It showcases contemporary and imaginative exhibits, minds on experiences, working models, virtual reality, activity corners, labs and live demonstrations to provide an understanding of science and technology to the common man.

Popularization of science to create scientific temper in the community is a priority in the emerging environment of knowledge-driven economic growth. Gujarat Science City is a bold initiative of the Government of Gujarat to realize this priority.

Gujarat Science City is dedicated to the promotion of interest, learning and creativity in science and technology through imaginative and enjoyable experiences, and to contribute to the nation's development of its human resource.

GCSC is now inviting applications from the interested and dynamic persons having strong inclination towards science, technology and innovation to work as General Manager(s) to handle various important portfolios for the smooth operation and maintenance of the Gujarat Science City.

**1. General Manager (Administration) - 01 Post**

**Eligibility Criteria:**

- MBA with graduation in any of the science fields/Technology background from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 15 years of total experience in respective fields.
- Upper age should not be more than 50 years as on the last day of application.

**Job Profile:**

The General Manager (Administration) will be over all responsible for the administration, HR, business development, market communication, land and legal aspects of the Gujarat Science City. The candidate shall be responsible for the smooth administration and

operation in Science City. He/she shall also be responsible for discharging his/her duties as nodal officer for grievance redressal. He/she shall also look after all legal matters including land dispute and obtain statutory clearances from the concerned authorities. Any other responsibilities assigned by authority pertaining to administration matters shall also be overseen by the candidate.

The candidate should provide leadership and technical guidance to department staff by setting and communicating standards, assigning and reviewing work, and monitoring progress. The candidate has to effectively plan and coordinate operations with other areas including developing work plans to meet program objectives and administer program operations on a timely basis. Deal with priorities, tight time pressures and unexpected changes in deadlines.

## **2. General Manager (Finance) - 01 Post**

### **Eligibility Criteria:**

- Chartered Accountant / MBA (Finance) from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 15 years of total experience in respective fields.
- Upper age should not be more than 50 years as on the last day of application.

### **Job Profile:**

The General Manager (Finance) will be the in charge of Accounts and Finance functions of the Gujarat Science City. The major responsibility would be to implement accounts and financial matters as per the standard rules, regulations and cannons of financial rules.

The candidate shall also be responsible for all the aspects of accounts, finance, budget, audit, contract and laws pertaining to the function as well as any other responsibilities assigned by authority.

He/She would provide leadership in the development and implementation of financial procedures and controls, including control of organizational assets and support for business planning of the Gujarat Science City.

## **3. General Manager (Business Management) - 01 Post**

### **Eligibility Criteria:**

- MBA and a background in Science or Technology from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.

- The candidate should have 15 years of total experience in respective fields.
- Upper age should not be more than 50 years on the last day of application.

**Job Profile:**

The General Manager (Business Management) will be in-charge of the managing the core activities of Gujarat Science City as well as to plan for its sustainability of the operation and maintenance in terms of operating cost, ROIs and contract and bid process management. The GM should explore all possible measures to maximize revenue generation and establish a robust business model in collaboration with other institutions, organisation, and private and public enterprises.

The candidate will be responsible for works related to tendering, contract monitoring and management, including works of store and purchase. He/She shall also be responsible for inventory management as well as any other responsibilities assigned by authority. The candidate will have to assist the CEO/ED in developing and implementing strategic, operational, and organizational priorities.

**4. General Manager (Science popularization) - 01 Post**

**Eligibility Criteria:**

- PhD Degree in STEM from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 10 years' experience in respective fields after Ph.D.
- The candidate should have a good communication skills.
- Upper age should not be more than 50 years on the last day of application.

**Job Profile:**

The tagline of Science City is “Connecting Community with Science” It is expected that the candidate should drive this endeavour to translate the tagline into meaningful and effective. The General Manager (Science Popularization) will be in charge of planning, organizing and executing science popularization programmes and outreach activities with coordination and collaboration with local, state, national and international organizations round the year.

He/She must create a concept, context and collaborate for different programs including citizen science, teacher education programs, producing publications, films, online media and communication programs, expanding the informal science education field and leading major initiatives including the promotion of STEM education and engagement.

## **5. General Manager (Strategic/Planning/Development) - 01 Post**

### **Eligibility Criteria:**

- Ph.D. Degree in STEM from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 10 years experience in respective fields after Ph.D.
- Upper age should not be more than 50 years on the last day of application.

### **Job Profile:**

The General Manager (Strategic/Planning/ Development) will be in charge of conceptualizing, planning, monitoring and execution of new galleries planned in Science City. He/she will also be in charge of planning and execution of new exhibit developments. Overseeing the planning and execution of long-term strategy of Science City will also be the responsibility of Science City.

The candidate will jointly carry out research and evaluation by working closely with practitioners from across the museum, including exhibit developers, curators, scientists, artists and learning scientists in other departments and institutions. He/she shall also put together a road map or action plan to achieve the broader aims and objectives of Gujarat Science City.

## **6. General Manager (Phase-I) - 01 Post**

### **Eligibility Criteria:**

- PhD Degree in STEM from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 10 years' experience in respective fields after Ph.D.
- Upper age should not be more than 50 years on the last day of application.

### **Job Profile:**

The tagline of science city is "Connecting community with science" It is expected of the post that he /she aspires to translate the tagline into meaningful implementation. The General Manager (Phase-I) will be the in-charge of all developmental works undertaken and planned to be undertaken in Phase-I of Science City.

He/she will work on the regular upgradation, improvements and innovations in exhibit planning and design, visitor engagement, facilities and management in the Phase I area. The GM will also strategize and develop ways and means to upgrade the exhibits

considering advancements in visitor interaction methods and technologies. Along with overseeing all O&M practices, the GM shall work on new ideas and innovations in order to increase visitor footfall and activities in the campus.

## **7. General Manager (Phase-II) - 01 Post**

### **Eligibility Criteria:**

- Ph.D. Degree in STEM from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 10 years' experience in respective fields after Ph.D.
- Upper age should not be more than 50 years on the last day of application.

### **Job Profile:**

The tagline of science city is "Connecting community with science" It is expected of the post that he/she should endeavour to translate the tagline into meaningful and effective solutions. The General Manager will be over all in charge of Phase-II.

He/She will work on the planning, development and execution of new galleries and concepts in Phase-II of Gujarat Science City. Areas such as exhibit planning and design, visitors engagement, facilities and management in the Phase II area will be overseen by the individual. Along with the regular O&M practices, the GM shall work on new ideas and innovation in increase order of visitor footfall with a sustain base of programmes and activities in the campus. Any other responsibilities assigned by authority.

**Monthly Salary:** INR 90,000/- (On the basis of Cost to Company)

### **Mode of Recruitment:**

- (i) GCSC will advertise for the position in English and Gujarati newspaper as well as on the websites of Gujarat Council of Science City (<https://sciencecity.gujarat.gov.in>), Gujarat Council on Science and Technology ([gujcost.gujarat.gov.in](http://gujcost.gujarat.gov.in)) for inviting applications from the interested candidates. The applications will be scrutinized as per the eligible criteria and work experience.
- (ii) If the number of eligible candidates is less than ten, the eligible candidates will go through the direct interview before the Recruitment Committee for selection against advertised position.
- (iii) In case the number of eligible candidates is more than ten, then an elimination test will be conducted for short-listing the candidates for the interview before Recruitment Committee. Recruitment committee will select maximum ten candidates keeping in view of qualifying marks decided by the committee for interview.
- (iv) The elimination test and interview will test general interest, aptitude, skills and required domain expertise knowledge of respective positions keeping in view of the eligibility criteria.

- (v) The candidate appointed by direct selection shall be on probation for the period of two years, during his probation period candidate is required to qualify prescribed training and examination before completion of probation.

A candidate appointed by direct selection is required to furnish a security and surety bond in such form, for such amount and for such period, as may be prescribed by the GCSC.

**General instructions:**

- 1) The vacancies will be filled as per the qualification as approved by the Science City Governing Body. But, the practice of giving advance increment is not implemented in the state government; therefore, in any case advance increment cannot be given considering the experience.
- 2) The proposed salary is fixed salary (CTC) against the positions as shown in the advertisement. The candidates are not entitled to any other type of allowances other than TA/DA, they may be allowed an annual increase of 5%. This annual increase will be payable only on the fixed amount of fixed salary sanctioned against that post. The contribution of EPF will be deducted as per the rules.
- 3) The candidate will be covered under the group insurance policy of INR 10 lakh.
- 4) Science City will review the pay structure for this organogram 10 years after the date of the first appointment. No change can be made in the pay structure or other benefits without the permission of the Finance Department.
- 5) The application for the above post is to be submitted through Online only on GCSC official website on or before the last date of submission i.e. 27<sup>th</sup> October, 2021 up to 23:59 hours.
- 6) The applications received after due date will not be considered under any circumstances.
- 7) Person already in-service must submit their application through proper channel. While forwarding application of in-service candidate, Head of the Institute should certify that the application is free from administrative and vigilance angle and that no vigilance proceedings are pending or completed.
- 8) Application received late, incomplete or without attested copies of academic qualifications, experience certificate, age, and cast certificate, will be summarily rejected.
- 9) Conversing in any form by or on behalf of any candidate or bring any other outside influence with regard to selection/recruitment will disqualify the candidate.
- 10) GCSC reserve the right to cancel the recruitment for all/any of the post without given any reason.
- 11) A candidate appointed by direct selection is required to furnish a security and surety bond in such form, for such amount and for such period, as may be prescribed by the GCSC.
- 12) The service of the selected candidates will be governed by the GCSC Rules.



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12. Professional Qualifications:

Sl. No.	Name of the Course	Institution/Board/University	Year of Passing
1			
2			
3			

13. Details of Employment in Chronological Order

Name of Employer and Department	Date of Joining	Date of leaving	Post Held & Nature of Duties	Scale of Pay / Basic Pay

Total experience in years:

14. Are you currently working as a Government Employee? Yes/ No  
(If yes please specify)

15. Basic Knowledge of Computer : Yes / No  
If yes, please attach appropriate certificate

16. Language Proficiency:

Language	Reading	Writing	Speaking
Gujarati			
Hindi			
English			
Others (pls. specify)			

**DECLARATION**

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Applicant



**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE**

**No Objection Certificate**

This NOC is to verify that Mr./Mrs./Miss. \_\_\_\_\_ has been working/serving in our institution/organization \_\_\_\_\_ since \_\_\_\_\_. It is certified that there is no administrative and vigilance proceedings pending or completed against the applicant.

This Certificate shows that we have no objection upon an application given by Mr./Mrs./Miss. \_\_\_\_\_ for the post of General Manager, GCSC, Ahmedabad.

Particular NOC is issued upon request of an employee.

Date:  
Place:

Signature .....

Name: .....

Designation: .....

Seal