

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

**Advertisement for the position of Manager 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.

Spreading 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 Manager(s) to handle various important portfolios for the smooth operation and maintenance of the Gujarat Science City.

1. Manager (Administration) – 01 Post

Eligibility Criteria:

- MBA 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 05 years experience.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Administration) will be responsible for the administration, HR, business development, market communication, land and legal aspects of the Gujarat Science City. The candidate is responsible for the smooth administration and operation in the Science City. He/she shall also be responsible for discharging his/her duties to assist the nodal

officer for grievance redressal and look after all legal matters including land dispute and to obtain statutory clearances from the concerned authorities.

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 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, Manager (Account and Revenue) - 01 Post

Eligibility Criteria:

- MBA (Finance) or CA 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 05 years experience in respective fields.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Accounts and Revenue) will assist the General Manager Accounts and Finance as well as support on revenue activities of the Gujarat Science City. The major responsibility would be to implement accounts and financial matter as per the standard cannons of financial rules.

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

He/she will provide day to day implementation support 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. Manager (Account and Expenditure) – 01 Post

Eligibility Criteria:

- MBA (Finance) or CA 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 05 years experience in respective fields.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Accounts and Expenditure) will be looking after the Accounts and Finance activities of the Gujarat Science City. The major responsibility would be to implement accounts, expenditure and financial matter as per the standard cannons of financial rules.

The candidate would also assist the general manager for all the aspects of accounts, finance, budget, audit, contract and laws pertain to it as well as any other responsibilities assigned by authority.

He/She will 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.

4. Manager (Store & Purchase) – 01 Post

Eligibility Criteria:

- MBA (Finance) or CA 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 05 years experience in respective fields.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Stores and Purchase) will be the in charge of store and purchase activities of the Gujarat Science City. The major responsibility would be to prepare and maintain inventory of materials for exhibits and accessories required for O&M operation.

The candidate will track all status progress, managing good records, administering and processing contracts including preparation of invoices and expense reports etc.

He/She will also coordinate and communicate with internal and external teams through all stages of project development including arranging meetings and calls, coordinating the creation of presentation materials for meeting and publicity, logistics etc.

5. Manager (Facility) – 2 Post

Eligibility Criteria:

- MBA 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 05 years experience in facility / hospitality management.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Facility) will be the in charge of the operation and maintenance of various theme-based galleries, infrastructure facilities and visitor amenities in Science City. The candidate shall be ensuring that items of equipment and support infrastructure are maintained in good operating condition with high up-time through routine maintenance and liaison with suppliers and service providers.

As a facilities manager, the candidate will be responsible for the management of services and processes that support the core business of an organisation. He/She will ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for its employees and their activities.

The candidate has to be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises in the campus, plan for future development in line with strategic business objectives, manage and lead change to ensure minimum disruption to core activities, direct, coordinate and plan essential services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling, and to coordinate and lead one or more teams to cover various areas of responsibility.

6. Manager (Infrastructure service) – 01 Post

Eligibility Criteria:

- MBA 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 05 years experience in respective fields.

- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Infrastructure Service) will be the in charge of the infrastructure facilities and visitor amenities in Science City. The candidate shall be ensuring that items of equipment and support infrastructure are maintained in good operating condition with high up-time through routine maintenance and liaison with suppliers and service providers.

As an infrastructure service facilities manager, the candidate will be responsible for the management of services and processes that support the core business of an organisation. He/She will ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for its employees and their activities.

The candidate has to be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises in the campus, plan for future development in line with strategic business objectives, manage and lead change to ensure minimum disruption to core activities, direct, coordinate and plan essential services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling, and to coordinate and lead one or more teams to cover various areas of responsibility.

7. Manager (Exhibit Development & Maintenance) – 01 Post

Eligibility Criteria:

- Master's degree in Science / BE / B. Tech./ Diploma 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 05 years' experience after Master degree in Science / BE / B.Tech. or a minimum of 10 years experience after Diploma as maintenance incharge.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Exhibit Development and Maintenance) will look after in design and development of exhibits, infographics, installation of the theme-based exhibition and produce the paperwork for different science galleries as well as maintenance and proper functioning of the exhibits in different indoor and outdoor galleries in Science City. The candidate is required to carry out periodic maintenance, troubleshoot and resolve electromechanical and computer-related faults that might arise with exhibits, in the Science City on a rotational schedule with the rest of the exhibit maintenance team.

The Manager (Exhibit Development and Maintenance) will plan and organise permanent or travelling exhibitions, publicity events and promotional activities such as talks and workshops in the Science City in a regular manner.

8. Manager (Visitors Experience & Communication) – 01 Post

Eligibility Criteria:

- MBA (Hospitality Mgmt.) or Degree in Journalism (Science communication / social media experience) 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 05 years experience in hospitality management / social media communication or science communication in magazines.
- Upper age should not be more than 42 years on the last day of application.

Job Profile:

The Manager (Visitors Experience & Communication) will be a dynamic and energetic person to make a significant contribution to the realization of the ambition of the Gujarat Science City as a world class science promotion and popularization platform. S/he shall be passionate about providing world class training, in a service led environment, with unique opportunity to shape the experience of over 1.5 million visitors every year. The candidate will ensure for significantly ongoing communication and dialogue with colleagues working on the front line.

The Manager (Visitors Experience and Communication) is a multi-department position responsible for supervising daily operations of ticketing, retail and membership. The position is responsible for staff supervision and morale, fiscal responsibilities and sales growth. The ideal candidate will have the ability to work collaboratively with multiple departments, possess exceptional leadership abilities and customer service skills, technical aptitude with point of sale systems, excellent organizational, analytical, marketing and public relations talents. The ideal candidate will also demonstrate a proven ability to analyze and solve problems, establish and meet goals, set priorities, handle diverse responsibilities and deadlines, and manage an eclectic, energetic staff.

The Manager (Visitors Experience & Communication) has to make visitors experience meaningful and to impart communication skill to apprentice, prepare gallery specific communication, manage content for print, electronic and social media, website etc.

Monthly Salary: INR 50,000/- (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/>) and Gujarat Council on Science and Technology (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 Rs. 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. 27th 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.

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 Manager, GCSC, Ahmedabad.
Particular NOC is issued upon request of an employee.

Date:
Place:

Signature

Name:
Designation:
Seal