

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

**Advertisement for the position of Executive Assistants 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 Executive Assistant(s) to handle various responsibilities as per this document.

1. Executive Assistant to Staff Officer – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the staff officer in CEO/ED office for day-to-day work and assignment. Any other responsibilities assigned by the authority.

The Executive Assistant to report to the Staff Officer and plans and implements administrative, project management and operational activities for the Staff Officer. The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Staff officer effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Staff Officer has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

2. Executive Assistant to Manager Administration- 02 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Manager Administration office for day-to-day work and assignment. Any other responsibilities assigned by the authority.

The Executive Assistant to report to the Manager Administration. The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Manager Administration effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Manager Administration has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

3. Executive Assistant to Manager Land & Assets– 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Manager Land & Assets office for day-to-day work and assignment. Any other responsibilities assigned by the authority.

The Executive Assistant to report to the Manager Land & Assets. The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Manager Land & Assets effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Manager Land & Assets has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

4. Executive Assistant to Manager Account (Exp.) – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Manager Account (Exp.) office for day-to-day work and assignment. Any other responsibilities assigned by the authority.

The Executive Assistant to report to the Manager Account (Exp.). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Manager Account (Exp.) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Manager Account (Exp.) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

5. Executive Assistant cum Store Keeper to General Manager (Business Management) – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the General Manager (Business Management) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the General Manager (Business Management). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the General Manager (Business Management). effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the General Manager (Business Management). has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

6. Executive Assistant to Manager (Facility) – 02 Posts**Eligibility Criteria:**

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Manager (Facility) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Manager (Facility). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Manager (Facility) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Manager (Facility) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

7. Executive Assistant to Assistant General Manager (Bio.) – 01 Post**Eligibility Criteria:**

- Graduate in any field plus 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.

- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Assistant General Manager (Biological Sciences) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Assistant General Manager (Biological Sciences). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Assistant General Manager (Biological Sciences) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Assistant General Manager (Biological Sciences) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

8. Executive Assistant to Assistant General Manager (Phy.) - 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Assistant General Manager (Physical Sciences) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Assistant General Manager (Physical Sciences). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Assistant General Manager (Physical Sciences) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Assistant General Manager (Physical Sciences) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

9. Executive Assistant to Assistant Curator (Bio.) – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Assistant Curator / Assistant General Manager (Bio.) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Assistant Curator / Assistant General Manager (Bio.). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Assistant Curator / Assistant General Manager (Bio.) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Assistant Curator / Assistant General Manager (Bio.) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

10. Executive Assistant to Assistant Curator (Phy.) – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Assistant Curator / Assistant General Manager (Phy.) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Assistant Curator / Assistant General Manager (Phy.). The Executive Assistant organizes and prioritizes critical issues and required

information to facilitate the Assistant Curator / Assistant General Manager (Phy.) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Assistant Curator / Assistant General Manager (Phy.) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

11. Executive Assistant to Manager (Facility) – 01 Post

Eligibility Criteria:

- Graduate in any field plus 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.
- Upper age should not be more than 37 years on the last day of application.

Job Profile:

To work with the Manager (Facility) office for day-to-day work and assignment. Any other responsibilities assigned by the authority

The Executive Assistant to report to the Manager (Facility). The Executive Assistant organizes and prioritizes critical issues and required information to facilitate the Manager (Facility) effectiveness.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Manager (Facility) has all of the information needed to be as productive as possible; sends out agendas and materials to meeting attendees as necessary; tracks and ensures completion of meeting follow-up items.

Monthly Salary: INR 25,000/- (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 (sciencecity.gujarat.gov.in), 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 Executive Assistant, GCSC, Ahmedabad. Particular NOC is issued upon request of an employee.

Date:
Place:

Signature

Name:
Designation:
Seal