

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

**Advertisement for the position of Staff Officer to Chief Executive Officer (CEO) /
Executive Director (ED) 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 staff officer to Chief Executive Officer (CEO) / Executive Director (ED) to handle various responsibilities as per this document.

1. Staff Officer to Chief Executive Officer (CEO) / Executive Director (ED) – 01 Post

Eligibility Criteria:

- MBA (with a minimum of 5 years' 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.
- Upper age should not be more than 45 years on the last day of application.

Job Profile:

The Staff Officer to report to the Chief Executive Officer (CEO) / Executive Director (ED) of Gujarat Science City and plans and implements administrative, project management and operational activities for the Chief Executive Officer (CEO) / Executive Director (ED). The Staff Officer organizes and prioritizes critical issues and required information to facilitate the Chief Executive Officer (CEO) / Executive Director (ED)'s effectiveness. S/he serves as the primary point of contact for internal and external stakeholders and communicates on behalf

of the Chief Executive Officer (CEO) / Executive Director (ED). This position manages a variety of special projects for the Chief Executive Officer (CEO) / Executive Director (ED), including cross-functional projects with multiple internal and external stakeholders.

S/he has to participate in programs/initiatives to enhance corporate culture, such as prepares meetings in advance to ensure the Chief Executive Officer (CEO) / Executive Director (ED) 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 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 (scity.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.
- 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 Staff Officer to Chief Executive Officer (CEO) / Executive Director (ED), GCSC, Ahmedabad. Particular NOC is issued upon request of an employee.

Date:
Place:

Signature

Name:
Designation:
Seal