

<b>Post Name</b>	IT Support Technician (L1)
<b>Introduction</b>	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for: -</p> <ul style="list-style-type: none"> <li>• Provide onsite support and maintenance for desktops, laptops, projectors, and printers (laser and all-in-one models).</li> <li>• Maintain and support office printers, multifunction printers (MFPs), and scanners.</li> <li>• Deliver IT and audio-visual support for conference rooms and auditoriums during meetings, seminars, and events.</li> <li>• Perform <b>quarterly preventive maintenance</b> in addition to routine service activities, including: <ul style="list-style-type: none"> <li>◦ Inspecting and securing cable connections to ensure all hardware components are properly connected.</li> <li>◦ Cleaning, diagnosing, and repairing IT equipment as part of regular preventive care.</li> </ul> </li> <li>• Install, configure, and upgrade standard software applications, including: <ul style="list-style-type: none"> <li>◦ Microsoft Windows Operating Systems</li> <li>◦ Microsoft Office Suite</li> <li>◦ Adobe Acrobat Reader</li> <li>◦ VLC Media Player</li> <li>◦ WinRAR</li> <li>◦ Other academic or institute-specific applications as needed.</li> </ul> </li> <li>• Perform hardware troubleshooting, system performance optimization, and reinstallation when required. Ensure user data is backed up and restored during system formatting.</li> <li>• Diagnose and resolve Basic network and connectivity issues, including tasks such as cable crimping, Cable testing, and laying.</li> <li>• Be available for emergency support beyond regular working hours, including weekends, holidays, and extended hours, as per operational requirements.</li> </ul>

<b>Qualification</b>	BCA/ Diploma (IT/CSE)
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Windows OS &amp; Microsoft Office installation/configuration</li> <li>• Basic hardware troubleshooting (PCs, printers, scanners)</li> <li>• AV and projector setup support</li> <li>• Preventive maintenance of IT equipment</li> <li>• Basic networking (LAN, cable crimping, testing, IP setup)</li> <li>• Software installation (VLC, WinRAR, Adobe Reader, etc.)</li> <li>• System formatting, backup &amp; data restoration</li> <li>• Strong problem-solving &amp; user support skills</li> <li>• Good communication &amp; time management</li> <li>• Flexible for after-hours, weekend &amp; emergency support</li> </ul>
<b>Reporting</b>	Sr. Manager IT
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> <li>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> <li>A. Increment based on PMS score as per the PMS policy for Non Teaching staff</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Mediclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>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.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p>

**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.

<b>Post Name</b>	DevOps Engineer
<b>Introduction</b>	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p> <p>The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate &amp; encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p>
<b>Roles &amp; Responsibilities</b>	<p>DevOps Engineer shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• Develop and implement automation strategies for software builds, deployments, and infrastructure management..</li> <li>• Utilize Infrastructure as Code (IaC) tools to automate the provisioning and management of infrastructure, ensuring it can be versioned and tested like code.</li> <li>• Design and maintain CI/CD pipelines to facilitate frequent and reliable software releases. This involves integrating tools like Jenkins, Travis CI, and Circle CI to automate testing and deployment processes.</li> <li>• Foster collaboration between development and operations teams, breaking down silos and enhancing communication to streamline workflows.</li> <li>• Implement monitoring solutions to track system performance and troubleshoot issues, ensuring high availability and reliability of applications.</li> <li>• Conduct regular security audits and implement necessary measures to protect systems and data. This includes integrating security practices throughout the software development lifecycle.</li> <li>• Write documentation for processes, best practices, and technical specifications to ensure clarity and consistency across teams.</li> <li>• Perform capacity planning and resource optimization to ensure efficient use of infrastructure and services.</li> <li>• DevOps advocate within the organization, promoting best practices and facilitating training sessions for team members to enhance their understanding of DevOps methodologies.</li> </ul>

<b>Qualification</b>	Bachelor's degree in Computer Science, Information Technology, or a related field.
<b>Experience</b>	Minimum of 2 years of experience in a DevOps role or similar position.
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Proficiency in scripting and programming languages (e.g., Python, Ruby).Ability to Set Goals</li> <li>● Strong knowledge of cloud computing platforms and configuration management tools</li> <li>● Familiarity with containerization technologies such as Docker and Kubernetes.</li> <li>● Excellent problem-solving and communication skills to facilitate teamwork and collaboration</li> <li>● Proficient in cloud technologies (AWS, Azure).</li> <li>● Strong knowledge of operating systems (Linux, Windows).</li> <li>● Experience with container technologies (Docker, Kubernetes).</li> <li>● Familiarity with version control systems (Git, GitHub).</li> <li>● Understanding of CI/CD tools (Jenkins, Travis CI, etc.).</li> <li>● AWS Cloud Practitioner</li> <li>● Azure Fundamentals.</li> </ul>
<b>Reporting</b>	Provost, GSFCU
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> <li>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> <li>C. Increment based on API score as per the API policy for Teaching staff</li> </ol>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>● Group Mediclaim Insurance Policy and Group Personal Accident Policy</li> <li>● Treatment at GSFC Medical Center on applicable terms</li> </ul>

**Selection Procedure****Stage 1 - Written Ability Test**

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**Stage 2 –Personal Interview**

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

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

**Stage 3- Demo Lecture:**

Selected candidates from the Personal Interview round shall be invited to give Demo Lecture for approx.30-35 minutes in front of the committee members as well as the existing faculty members and students. Syllabus or topics shall be shared with candidates in advance.

**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. API for Teaching staff.

**Location**

Vadodara, Gujarat.

<b>Post Name</b>	System Administrator
<b>Introduction</b>	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p> <p>The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate &amp; encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p>
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• Install, configure, and maintain computer systems and networks</li> <li>• Configure and manage networking in AIX/LINUX/MICROSOFT. Skills to administrate RHEL OS servers, Storage Admin, SAN Switch admin, Windows 2011+, Scripting.</li> <li>• Patch Application Management, Antivirus management</li> <li>• Applying operating system updates, patches, and configuration changes.</li> <li>• Monitor system performance and troubleshoot problems</li> <li>• Manage user accounts and permissions</li> <li>• Implement and maintain security policies and procedures</li> <li>• Backup and restore databases</li> <li>• Perform database performance tuning and optimization</li> <li>• Provide technical support to users</li> <li>• IP Management / L2 &amp; L3 Switches &amp; VLAN Configuration</li> <li>• DC LAN management, Router Configuration</li> <li>• Network Traffic management &amp; Monitoring</li> <li>• Switch port detail update/management</li> <li>• Firewall rule set management</li> <li>• Firewall configuration management</li> <li>• Server Documents, Network document updates whenever changes are made.</li> </ul>

### **Database Administration:**

- Manage and maintain SQL databases to ensure optimal performance, security, and reliability.
- Install, configure, and upgrade database software and related tools.
- Create and maintain database schemas, tables, and other database objects.
- Monitor database performance, troubleshoot issues, and optimize queries for efficiency.
- Backup and Restoration:
- Develop and implement database backup and recovery strategies to prevent data loss.
- Schedule and execute regular database backups, ensuring data consistency.
- Perform database restorations in the event of data corruption, hardware failures, or other disasters.
- Test and validate backup and restoration procedures to ensure their effectiveness.

### **Security and Access Control:**

- Implement and maintain database security policies, roles, and user access controls.
- Conduct regular security audits and apply patches and updates as needed.
- Ensure compliance with data protection regulations and best practices.
- Performance Optimization:
- Analyze and optimize SQL queries for better performance and efficiency.
- Monitor system resources, such as CPU, memory, and storage, to identify and resolve bottlenecks.
- Proactively identify and address potential performance issues before they impact operations.

### **Documentation and Reporting:**

- Maintain detailed documentation of database configurations, backup processes, and security policies.
- Generate reports on database performance, backup status, and resource utilization.

### **Collaboration:**

- Work closely with software developers, network administrators, and other IT teams to support database-related requirements for application development and deployment.

- Collaborate with vendors and support teams to resolve database-related issues.

**Disaster Recovery:**

- Develop and maintain disaster recovery plans and procedures to ensure business continuity in case of data loss or system failures.
- Participate in regular disaster recovery drills and refine procedures as needed.

**Qualification**

- Bachelor's degree in Computer Science, Information Technology, or a related field
- 3+ years of experience in system administration
- 2+ years of experience in database administration, including SQL
- Experience with backup and restoration of SQL databases
- Excellent problem-solving and analytical skills
- Strong communication and interpersonal skills

**Preferred Qualifications**

- Experience with cloud computing platforms (e.g., AWS, Azure, GCP)
- Experience with scripting languages (e.g., Python, PowerShell)
- Experience with virtualization technologies (e.g., VMware, Hyper-V)
- Experience with containerization technologies (e.g., Docker, Kubernetes)
- Experience with domain management tools (e.g., Active Directory, Server Management, Cloud Antivirus Management)

**Reporting**

Director/Assistant Director (Administration), GSFCU

**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 Mediclaim 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.

#### **Stage 2 –Personal Interview**

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

HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).

#### **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.

## Job Description

<b>Post Name</b>	Manager - IT
<b>Introduction</b>	GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. It is a ‘ for teaching University’ sponsored by the GSFC Education Society - an initiative of Gujarat State Fertilizers and Chemicals Ltd. & presently offers courses in Engineering, Science, Management and Fire & Safety with major emphasis on skill development and producing industry ready manpower.
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:-</p> <p><b>a) Digital Campus:</b></p> <ul style="list-style-type: none"><li>• To provide direction, support and ideas in developing Information, Communication &amp; Technology related infrastructure plan with an ultimate objective of developing a Digital Campus.</li><li>• To provide end to end digital experience to all stakeholders and improving the efficiency in all operations of the University. The entire initiative should be in consonance with the Digital India campaign launched by the Government of India.</li></ul> <p><b>b) Systems Management, Operations &amp; Inventory</b></p> <ul style="list-style-type: none"><li>• Ability to suggest best and innovative business technology as per the current challenging environment. Be an “INNOVATION DRIVER”.</li><li>• Ability to balance specialization and cross-functional expertise in consolidating the thoughts w.r.t. - HR , Recruitment, Teaching and Non-teaching staff functions, Administrative functions etc., to meet the University Vision of “Driving university towards Digital Transformation”</li><li>• To prepare a roadmap to the end objectives, accordingly strategise and streamline the IT activities in phase wise manner, like - planning, implementation, vendors, software etc</li><li>• Ability to provide Deployment Training of various systems, i.e., clearly identifying, defining and describing the IT Deployment Framework at GSFC University.</li><li>• Short listing and implementing Technology Up gradation programmes through:<ol style="list-style-type: none"><li>1) Proper research in details of technology and its applications</li><li>2) Awareness of the Technological impacts currently and in respect of future prospects</li><li>3) Measuring the increased profits of operation and accordingly take actions</li><li>4) Framing awareness programmes</li><li>5) Frequent Quality Checks</li><li>6) Provide special training as and when required</li></ol></li></ul>

- The incumbent ensures that all the central computer systems, including LAN servers, are operating at optimum levels with minimal down time if any; and is responsible for the hardware related operational support;
- Carrying out data security and disaster recovery procedures by making sure that important system and data files are backed up to tapes and ensures that the backup tapes are labelled properly and stored in a secure environment;
- Participating in the Information Technology Committee comprising of senior managers, to provide technical advice on all information technology plans; prepares detailed reports, advising the committee on the equipment procurement and ordering levels;
- Responsible for the preparation of budget estimates for acquisition of new equipment and software for the post;
- Advising the staff on the preparation of computer hardware/software configuration for procurement.
- The points above are not all inclusive for the goals of the role assigned and further responsibilities can be discussed to ensure that the University achieves the end objectives.

**c) Installation, Maintenance & Troubleshooting**

- To supervise and carry out the installation of new hardware and software at node level;
- Ensure that computer hardware systems and peripheral equipments are operated in accordance with Agency computer security policies, standards, and guidelines; interfaces with service engineers and maintenance personnel to ensure that serviced equipment is operating properly;
- Performs troubleshooting for all hardware problems including computer cabling and LAN wiring; identifies the problem and organizes for such problems to be resolved by IT staff, or contractor personnel responsible for equipment maintenance;
- Should have to manage all the asset & inventory of IT peripherals including hardware and software.

**d) Procurement and Inventory**

- The System Manager/Deputy Systems Manager serves as the IT section's first-line contact person and provides technical assistance regarding new equipment/software configurations for ordering and procurement;
- Responsible for the inspection and receiving of computer hardware and software to determine whether equipment received is in good working condition; and works with System Manager in resolving any discrepancies between what is received and what was ordered;

**Qualification**

BE/ B. Tech Computer Science Information Technology (full-time) or MCA or M Sc. (IT) (Minimum 55% marks or equivalent Grade in the subject)

<b>Experience</b>	Prior work Experience at least Minimum 3 to 5 years of relevant experience in the field of Information Technology and developing and managing network infrastructure of reputed company / academic Institutions etc.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Customer focused</li> <li>• Self-Motivated to achieve targets</li> <li>• Ability to work in a challenging and diverse environment</li> <li>• Good organization and planning skills</li> <li>• Commercial awareness</li> <li>• Influencing and negotiation skills</li> </ul>
<b>Reporting</b>	Provost
<b>Remuneration</b>	Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Mediclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1- Case Study/Assignment:</b></p> <p>As per selection process, HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies &amp; how he/she approaches tasks and solves emerging issues relevant to his./her field. The solved case study will be extensively discussed with the expert panel during the interview.</p> <p><b>Stage 2- Interview Process:</b></p> <p>In this phase, interviews of shortlisted candidates will be conducted. The interviews will be conducted by the Selection Committee.</p>
<b>Tenure of Appointment</b>	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 period of 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.
<b>Location</b>	Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.

## Job Description

<b>Post Name</b>	Senior Manager - IT
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**Qualification**

BE/ B. Tech Computer Science Information Technology (full-time) or MCA or M Sc. (IT) (Minimum 55% marks or equivalent Grade in the subject)

<b>Experience</b>	Prior work Experience at least Minimum 5 to 7 years of relevant experience in the field of Information Technology and developing and managing network infrastructure of reputed company / academic Institutions etc.
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<b>Reporting</b>	Provost
<b>Remuneration</b>	Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.
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<b>Location</b>	Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.