

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

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

**Introduction:**

The Government of Gujarat has established the Gujarat Council of Science City, a registered society, to achieve the Gujarat Science City mandate. The Government is already in possession of 107 hectares of land. Gujarat Council of Science City (GCSC), working under the aegis of the Department of Science & Technology, Govt. of Gujarat.

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. The Government is creating a sprawling center at Ahmedabad which aims to provide 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.

**General Manager (Administration)**

**Eligibility Criteria:**

- To be eligible for appointment to the post of **General Manager (Administration)**, a candidate shall have—
  - (i) Post graduate degree in Business Administration with graduation in any of the science field/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.
  - (ii) The candidate should have 15 years of Post Qualification experience in respective fields.
  - (iii) Upper age should not be more than 55 years on the last day of application.

**Job Profile:**

The General Manager (Administration) will be over all responsible for HR, Business development, Market communication, Land & Legal aspect. His major responsibility would be to run the administration smoothly. He is also responsible for discharging his duties as nodal officer for grievance redresser. His responsibilities also includes all legal matters including land dispute and to obtain statutory clearances from the concerned authorities.

**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 ([scity.gujarat.gov.in](http://scity.gujarat.gov.in)), Gujarat Council on Science and Technology ([gucost.gujarat.gov.in](http://gucost.gujarat.gov.in)) and DST ([dst.gujarat.gov.in](http://dst.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 application for the above post is to be submitted through RPAD/ Speed Post and should reach on or before the last date of submission, addressed to the Executive Director, Gujarat Council Of Science City, Science City Road, Ahmedabad-380060. The applications received after due date will not be considered under any circumstances.
- 2) 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.
- 3) Application received late, incomplete or without attested copies of academic qualifications, experience certificate, age, and cast certificate, will be summarily rejected.
- 4) 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.
- 5) GCSC reserve the right to cancel the recruitment for all/any of the post without given any reason.
- 6) 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.
- 7) Envelope containing the application should be superscripted "Application for the post of General Manager (Administration)" The last date to receive to application is 6<sup>th</sup> September, 2019 up to 18:00 hours.
- 8) 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 General Manager Administration, GCSC, Ahmedabad.

Particular NOC is issued upon request of an employee.

Date:  
Place:

Signature .....

Name: .....  
Designation: .....  
Seal