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# GA DIGITAL WEB WORD

PLOT # 1, HARGOBIND ENCLAVE, VIKAS MARG EXTENSION, NEW DELHI – 110092

☎: + 91 9109492708, 8878222062 E-MAIL: mayur.gadigital1790@gmail.com

May 09, 2022

## Advertisement for the Post of “Project Multitasking Staff”

The Indian Institute of Science Education and Research Bhopal, the principal employer has appointed M/s G A Digital Web Word Pvt. Ltd. for the deployment of manpower on a short-term basis through work outsourcing.

In this connection, M/s G A Digital Web Word Pvt. Ltd., invites applications from interested candidates for the following position:

<b>Post</b>	<b>Project Multitasking Staff</b>
<b>No. of Posts</b>	<b>One (01)</b>
<b>Essential Qualification &amp; Experience</b>	Graduate or equivalent degree from a recognized Institution/University with one year of work experience in the relevant field.
<b>Desirable Experience</b>	<ul style="list-style-type: none"><li>✓ Candidates with an experience of at least one year in Central government research laboratories or reputed institutes shall be given preference.</li><li>✓ Basic computer knowledge and proficiency in communication skills will be an advantage.</li></ul>
<b>Job Description</b>	<ul style="list-style-type: none"><li>✓ Maintain the laboratory, and equipment.</li><li>✓ Organize and transport files, letters, and upkeep of the office.</li><li>✓ Support departmental members in organizing various projects.</li><li>✓ Organize and update inventories for the research facility at MEDSER.</li><li>✓ Respond to telephone inquiries and convey accurate information promptly and appropriately.</li><li>✓ Work as part of a team.</li><li>✓ Additional responsibilities may be assigned as and when required.</li></ul>
<b>Pay / Gross salary</b>	<b>Rs. 734/- per day (as per Skilled category)</b>

**Enclosure:** Biodata Form

In addition, EPF and ESIC, as per rules, shall be available.

### How to apply:

Please submit a duly filled application (completed in all respect) along with self-attested copies of the certificates/mark sheets and other testimonials on or before **5 PM, May 20, 2022**, to the email id [mayur.gadigital1790@gmail.com](mailto:mayur.gadigital1790@gmail.com)

**Only shortlisted candidates will be called for the Written Test/Interview. No TA/DA will be paid for attending the Written Test/Interview.**

The original certificates/mark sheets and other testimonials are to be produced for verification at the time of the written test/interview.

**General Terms and Conditions:**

1. The post is initially for a period of one year from the date of joining and further extendable subject to satisfactory performance.
2. The outsourced employee shall be on the payroll of M/s GA Digital Web Word Pvt. Ltd.
3. The post is purely **contractual** and **temporary**.
4. The Company / Employer reserves the right to relax age, educational, or any other qualifying criterion as per its requirement.
5. The post holder will have no right whatsoever to permanent employment/regularization/ contract/ absorption.
6. The assignment can be terminated by either side without assigning any reason on a prior notice of one month.
7. After expiry of the term, employment shall stand terminated automatically unless the same is extended in writing.
8. The Employee shall strictly observe the Code of Conduct and Rules & Policies prescribed by IISER Bhopal from time to time during the period of his/her deployment at the premises of our client IISER Bhopal or the respective rules of any other client as per applicable rules.
9. The employee may be shifted to any other client of M/s G A Digital Web Word Pvt. Ltd. across the country whenever such a requirement arises.

The aforesaid Terms & Conditions are supplementary in addition to the terms of appointment order/contract, which shall be issued to the eligible candidate.

M/s G A Digital Web Word Pvt. Ltd. reserves the right to deny & cancel all the applications received and cancel the appointments without assigning any reason whatsoever.

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