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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 Office Assistant”

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:

Post	Project Office Assistant
No. of Posts	One (01)
Essential Qualification & Experience	Graduate in B.Sc./BA/B.Com/BBA/BCA or equivalent degree from a recognized University/Institution with at least three years of work experience OR Master’s degree in any of the above.
Desirable Experience	✓ Candidates with an experience in government research laboratories of national importance shall be given preference. ✓ Experience in handling office proceedings.
Job Description	✓ Arrange and update all project documentation and project plans . ✓ Assist in the organization of outreach activities like in symposia, seminars and workshops and attend them to facilitate their success. ✓ Prepare the draft minutes of the meetings and other documents and record keeping. ✓ Send emails and communicate proficiently with faculties, staff and outsiders. ✓ Participates in drafting, annual grant reports, and managing financial documents. ✓ Additional responsibilities may be assigned as and when required.
Pay / Gross salary	Rs. 25,290/- per month

In addition, EPF and Medical Insurance facilities, as per rules, shall be available.

How to apply:

Please submit duly filled online application (completed in all respect) on or before **5 PM, May 20, 2022**, available at <http://gadigital.in/pages/insrtruction.aspx>

Also, the self-attested copies of the certificates/mark sheets, Bio-data/resume and other testimonials should be mandatorily submitted to the **email id** mayur.gadigital1790@gmail.com

Only shortlisted candidates will be called for 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 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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