



GAD

# **GA DIGITAL WEB WORD**

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

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

June 16, 2020

## **Advertisement for the Post of Project Office Assistant**

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

In this connection, M/s G A Digital Web Word Pvt. Ltd., invites interested candidates to attend **Walk-in-interview** for the post of **Project Office Assistant** on **July 01, 2020** at **1000 hrs** at Room No. 108, Main Building, IISER Bhopal

<b>Post</b>	<b>Project Office Assistant</b>
<b>No. of Posts</b>	<b>Total no. of the post is 01 (One).</b>
<b>Qualifications</b>	<b><u>Essential</u></b> <ul style="list-style-type: none"><li>• Graduate (B.Sc. / BA / B.Com. / BBA / BCA or equivalent) from a recognized Institute / University.</li></ul> <b><u>Experience</u></b> <ul style="list-style-type: none"><li>• Minimum 01 years of experience in the relevant field</li></ul> <b><u>Desirable &amp; Job Responsibility</u></b> <ul style="list-style-type: none"><li>➤ To look after all the departmental clerical work.</li><li>➤ Drafting letters/note file, to be issued by the Head/office, in consultation with the Head of the Department.</li><li>➤ Arrangement for departmental meetings/seminars/talk/interviews etc.</li><li>➤ Maintaining the record of departmental purchase/orders.</li><li>➤ Maintaining inward and outward records; Dak and Speed posts in the department.</li><li>➤ Maintaining attendance/leave records of the departmental employees.</li><li>➤ Any other work as assigned by the Head of the Department.</li></ul>
<b>Pay / Gross Salary</b>	<b>Rs. 22,140/- per month</b>

**Enclosure:** Bio-data Form

In addition, the following facilities shall be available:

1. EPF and Medical Insurance as per rules.

The application along with bio-data form in prescribed format (Attached with advertisement) and self-attested Xerox copies of the certificates/mark sheets and other testimonials & originals to be produced for verification at the time of walk-in interview. No TA/DA will be paid for attending the 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 G A Digital Web Word Pvt. Ltd.
3. The post is purely contractual and temporary.
4. The Company/Employer reserve 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 the permanent employment/regularization/ contract/ absorption.
6. The assignment can be terminated by either side without assigning any reason.
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 their deployment at the premises of our client IISER Bhopal.

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

Further, note that 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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## Bio-data form for Contractual Employment

Paste self  
attested photo

### 1. Candidate's Profile:

Name	First	Middle	Last
Father's Name	First	Middle	Last
Date of Birth			
Gender: Male/Female			
Category : Gen/SC/ST/ OBC/PH/Others			
Marital Status			
Name of Spouse			
PAN No.			
Whether any Court Cases Pending? (if yes mention details)			
Nearest Police Station From the residence			

### 2. Contact Details:

	Permanent	Correspondence
House No. Street		
Village/Town/ City/State		
PIN Code		
Landline No.		
Mobile No.		
E-Mail		

3. Post Applied for:

Advt. Date:	
Designation:	

4. Academic Qualifications (in chronological order from 10<sup>th</sup> onwards):

Degree/ Diploma/ Certificate	Board/ Universit y	Year of Passing	Grad e Div.	%	Subjects/Studied	Pho toco pies Enc 1.

5. Work Experience:

Organization Name	Designation	Job Responsibilities	Duration of work		No. of Year & Months	Xerox Encl. No.
			From	To		

6. Reference:

Name	Address	Phone & email ID

7. Declaration: I hereby, undertake that all the details furnished above are true to the best of my knowledge and I am liable for any disciplinary action, if found otherwise. My candidature may kindly be considered for the above temporary/contractual/short-term project position as per the rules of M/s GA Digital Web Word Pvt. Ltd.

Place:

Signature:

Date:

Name: