



GAD **GA** DIGITAL WEB WORD

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

☎: + 91 9109492708, 8878222062 E-MAIL: mayur.gad1790@gmail.com

May 18, 2017

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

Therefore, M/s GA Digital Web Word Pvt. Ltd. invites interested applicants to attend **Walk-in-written Test / Skill Test** followed by **interview** of qualified candidates on **May 30, 2017** reporting time **0930 Hrs** at Computer Lab, IInd Floor, Central Library, IISER Bhopal. No Call letters for the written test will be sent separately.

Post	Jr. Project Office Assistant (Shift Duty)
No. of Posts	Four (4)
Essential Qualifications	Graduation in any discipline with Computer skills in English / Hindi.
Experience	One year experience in office works
Consolidated Pay	Rs. 16,660/- per month

Enclosure: Bio data Form

In addition the following facilities shall be available:

1. EPF , WCP / Medical Insurance as per rules.

The application along with bio-data form in prescribed format and self-attested Xerox copies of the certificates/mark sheets and other testimonials & originals to be produced for verification at the time of interview. No TA/DA will be paid for attending 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 on yearly basis 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 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 at IISER Bhopal

Note:

Applicants should register their application in the online form on or before 5 PM, May 25, 2017 at <http://gadigital.in/pages/insrtruction.aspx>. Only registered candidates will be allowed for Written test.

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 GA 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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110092

☎: + 91 11 22373618, 22377119

E-MAIL: garimal200@hotmail.com

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 10th onwards):

Degree/ Diploma/ Certificate	Board/ University	Year of Passing	Grade Div.	%	Subjects/Studied	Photocopies Encl. 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: