



GAD

GA DIGITAL WEB WORD

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

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

January 06, 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 on short term basis through work outsourcing.

M/s GA Digital Web Word Pvt. Ltd. thereby invites application from interested candidates along with Bio-data for the following position:

| | |
|---|--|
| Post | Project Office Assistant / Secretarial Assistant |
| No. of Post | 01 |
| Essential Qualification & Experience | Graduate, English Stenography & Typewriting, PGDCA / Computer Proficiency with 1 year relevant experience. |
| Desirable Qualification | Good Command over English Language, 1year experience as Stenographer, Knowledge of Hindi Typewriting |
| Age Limit | 26 years |
| Consolidated Pay | Rs. 21,060/- |

In addition, the following facilities shall be available:

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

Online applications (completed in all respect) should be submitted on or before **5 PM, January 15, 2017** at <http://gadigital.in/pages/insrtruction.aspx>.

The printout of application along with self-attested copies of the certificates / mark sheets and other testimonials should also be submitted within 5 days from date of closing at the below mentioned address:

M/s GA Digital Web Word (P) Ltd.

Room No. 154, Hostel-I

IISER Bhopal

Village Bhauri,

Bhopal by pass Road, Bhopal-462066

Mob.: 09109492708

The original documents are to be produced for verification at the time of interview.

Only shortlisted candidates will be called for Written exam / interview. No TA/DA will be paid for attending the written exam and 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 IISER Bhopal.

Note:

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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