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# **GA DIGITAL WEB WORD**

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

☎: + 91 9109492708, 8878222062 E-MAIL: [mayur.gad1790@gmail.com](mailto:mayur.gad1790@gmail.com)

January 5, 2018

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:

<b>Post</b>	<b>Project Office Assistant (Registrar's Office)</b>
<b>No. of Post</b>	<b>01</b>
<b>Essential Qualification</b>	<b>Graduate in any discipline</b>
<b>Desirable Qualification &amp; Experience</b>	<b>1 year experience in Office works in Educational Institute, Good Command over English Language, Computer skills in English / Hindi &amp; Knowledge of English Stenography</b>
<b>Consolidated Pay</b>	<b>Rs. 21,420/- per month</b>

<b>Post</b>	<b>Project Office Assistant (Humanities &amp; Social Sciences)</b>
<b>No. of Post</b>	<b>01</b>
<b>Essential Qualification</b>	<b>Graduate in any discipline</b>
<b>Desirable Qualification &amp; Experience</b>	<b>1 year experience in Office works in Educational Institute, Good Command over English Language, Computer skills in English / Hindi.</b>
<b>Consolidated Pay</b>	<b>Rs. 21,420/- per month</b>

<b>Post</b>	<b>Project Office Assistant (Academic Office)</b>
<b>No. of Post</b>	<b>01</b>
<b>Essential Qualification</b>	<b>B.E. / B.Tech (Computer Science /Information Technology) &amp; Good Command over English Language.</b>
<b>Experience</b>	<b>Minimum 3 Years experience of Office works in Educational Institute</b>
<b>Desirable Qualification</b>	<b>Knowledge of UNIX, Server Management, Networking, Web &amp; Archival setup with Handling of Hardware &amp; Software relating to archival web designing preferably JAVA &amp; HTML.</b>
<b>Consolidated Pay</b>	<b>Rs. 21,420/- per month</b>

In addition, the following facilities shall be available:

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

Online applications (completed in all respect) should be submitted on or before **5 PM, January 14, 2018** 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 sent via Email on [mayur.gad1790@gmail.com](mailto:mayur.gad1790@gmail.com) and hard copy should be submitted within 2 days from date of closing at the below mentioned address:

**M/s GA Digital Web Word (P) Ltd.  
Room No. 108, 1st Floor,  
Dining Hall III, 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 written test / interview.

Only shortlisted candidates will be called for Written Test / 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 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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