



# GA DIGITAL WEB WORD PVT. LTD.

No.1, Hargobind Enclave, Vikas Mark Extn., Delhi-110092

Phone: 011-22373618, 011-43062371, 0120-4156899, 0120-4125729

E-mail : garima1200@hotmail.com

Date: June 06, 2025

## Advertisement for the Post of Project Assistant Security Officer at IISER Bhopal

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

In this connection, M/s GA Digital Web Word Pvt. Ltd., invites applications from interested candidates along with Bio-data for the following position:

<b>Post</b>	<b>Project Assistant Security Officer</b>
<b>No. of Posts</b>	03 (Three)
<b>Essential Qualification &amp; Experience</b>	1. Ex-serviceman <b>JCO or equivalent position</b> retired/discharged from Army/Navy/ Airforce/ Paramilitary/Police. 2. Graduation or equivalent degree from recognised university.
<b>Desirable Qualification &amp; Experience</b>	1. Experience of work as Security Officer/Assistant Security Officer or equivalent position in educational Institute of higher education. 2. Proficient in use of computers with good communication e-mail correspondence skills in both Hindi & English language. 3. Knowledge of Firefighting and communication equipment. 4. Preference will be given to candidates having at least two years working experience in private security agencies.
<b>Job Description</b>	The incumbent is responsible for supervising outsourced security staff and security operations. Firefighting equipment. Carry out security administration related work such as planning and scheduling of duty deployment of guards, attendance, leave records and verifying the salary bills of guards. Organizing Republic Day and Independence Day functions. The incumbent shall work in shifts and discharge all security and transport-related functions.
<b>Age</b>	Below 50 Years
<b>Period of requirement</b>	06 months (extendable as per requirement and satisfactory performance)
<b>Pay / Gross salary</b>	Rs. 37,180/- per month (Gross Salary)

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

### **How to apply:**

Please submit a duly filled online application (completed in all respects) on or before **5 PM, 27<sup>th</sup> June 2025** available at **<https://gadigitalinfo.in/insrtruction.aspx>**. Also, the self-attested copies of the certificates/mark sheets and other testimonials should be mandatorily submitted to the email id **[office.gadmp@gmail.com](mailto:office.gadmp@gmail.com)**. Only shortlisted candidates will be called for a Trade Test/Skill Test/Demonstration and Personal Interaction. No TA/DA will be paid for attending the Trade Test/Skill Test/Demonstration and Personal Interaction.

The original certificates/mark sheets and other testimonials are to be produced for verification at the time of the Trade Test/Skill Test/Demonstration and Personal Interaction.

### **General Terms and Conditions:**

1. This is the temporary post which will be 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, education, 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 with one month's notice time.
7. After the 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.

Therefore said Terms & Conditions are supplementary in addition to the terms of the 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.