



# GA DIGITAL WEB WORD PVT. LTD.

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

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## Advertisement for the Post of Project Multi-skilled Assistant 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 Multi-skilled Assistant</b>   |
| <b>No. of Post</b>             | 01 (One)   |
| <b>Essential qualification</b> | Bachelor's Degree in any discipline with knowledge of computer applications. Proficiency in office application software like Word, Excel, Power Point. |
| <b>Essential Experience</b>    | 1 year relevant experience in office environment with excellent computer skills.   |
| <b>Period of requirement</b>   | Initially for a period of 6 months, extendable for additional term subject to satisfactory performance.  |
| <b>Pay / Gross salary</b>      | ₹ 40,590/- 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 (Google Form completed in all respects)** available at <https://forms.gle/6KN7mLcZ2urXeZiq5>, on or before **5:00 p.m., May 04, 2026**.

Along with the application, **upload all relevant documents** including self-attested copies of **certificates, mark sheets, and other testimonials** on the Google Form. 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 mark sheets, work experience certificates, last 3 months salary slips and other relevant 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 a temporary post which is further extendable subject to satisfactory performance and requirements of the Institute.
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 Institute 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 in the Institute.
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.

The above-mentioned General Terms & Conditions are mandatory provisions 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.

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**M/s G A DIGITALWEBWORD**

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

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