



GA DIGITAL WEB WORD PVT. LTD.

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Date: September 12, 2025

Advertisement for the Post of Project Program 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:

Post	Project Program Officer
No. of Posts	01 (One)
Essential qualification and Experience	<p>M.Sc./M.Tech with at least 55% and Ph.D. in relevant disciplines such as Sustainability Systems, Green Energy, Environmental Systems, Water and Climate Studies, Energy Systems and Battery Technology and related areas with 3 years of experience in Academia/Industry, an impactful project/mission (or equivalent) in academia, industry, start-up or translational impact would be preferred.</p> <p>Candidates having less than 3 years of experience with outstanding academic credentials can also apply.</p> <p>Experience in program coordination, data analysis, or stakeholder engagement is desirable.</p>
Essential Skills	<ul style="list-style-type: none">• Domain knowledge and understanding of current trends in varied areas of Sustainability Systems and Technologies.• Ability to draft project proposals, budgets, presentations and project reporting in academic, research or industry setup.• Familiar with scientific research, experiments, and innovation with a reputed research Institute and/or Industry.• Familiar with the working of Government agencies and Higher Education Institutions (HEIs).• Proficiency in MS Office especially presentation skills, Excellent written and verbal Communication Skills.• Should be able to communicate effectively at all levels, ability to work in cross functional teams.• Must have an understanding of scientific ideas, project management and preferably have experience of working in an academic/research focused environment.
Period of requirement	Initially for a period of 6 months, extendable for additional term subject to satisfactory performance.
Pay / Gross salary	₹ 89,000/- per month (Gross consolidated pay) with a provision of annual increment of up to 10% up on renewal of services based on satisfactory performance.

About the Role	<ul style="list-style-type: none"> • The Program Officer, School of Sustainability will work closely with the Head – School of Sustainable Systems and Technologies (SSST) to lead the coordination and execution of strategic, academic, and infrastructural activities required to establish the School. • Support the Head-SSST and the empowered committees in design and integration of interdisciplinary curricula aligned with sustainability competencies and industry standards. • Coordinate with academic and administrative departments for infrastructure, recruitment, and resource mobilization. • Monitor progress against timelines, deliverables, and budgets. • Liaise with industry experts, faculty committees, advisory boards, administrative departments and institutional leadership. • Coordinate with government bodies (e.g., MoE, DST, MoEFCC) and funding agencies for approvals and reporting. • Develop and manage a comprehensive project roadmap for the School's establishment.
Age	Maximum 45 years

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, 22nd September 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**. 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.