



GA DIGITAL WEB WORD PVT. LTD.

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Advertisement for the Post of Project Office Associate 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 Office Associate
No. of Posts	01 (One)
Essential Qualification	Master's Degree in any discipline with computer proficiency in Office Applications like Word, Excel, Power Point etc.
Essential Experience	Three years relevant experience in office environment handling Administrative/ Finance & Accounting/ Academic/Research/ Establishments matters.
Period of requirement	06 Month (extendable as per requirement and satisfactory performance)
Pay / Gross salary	Rs. 39,160/- 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, 10th November 2025 available at <https://forms.gle/EaoxCGH9KQJ9aGBC9>. 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.