



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 Technical 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 Technical Officer
No. of Posts	01 (One)
Essential Qualification and Experience	M.Sc./ M.Tech with Ph.D. in any branch of Natural Science or Engineering with at least 3 years of post- qualification experience in research & development project management/ grant management/ IPR/CSR in Management/ Project accounting and administration/ Industry Consultancy Projects.
Essential Skills	<ul style="list-style-type: none">• Excellent communication skills.• Strong writing skills.• Project management skills.• Excellent organizational skills.• Experience in MS Office
Job Description	<ul style="list-style-type: none">• Network with private sector companies for CSR funds: developing relationships with private companies to bring large Corporate Social Responsibility (CSR) funds.• Facilitate preparation and timely submission of CSR funding proposals to various companies. Keep record of CSR related documentation for necessary compliance.• Establish strong relationship with various reputed Technology Transfer Offices (TTOs) in India.• Facilitate commercializing the Institute IPR portfolio: Coordination with the relevant stakeholders including inventors, various departments, TTOs, private and government organisations to enable commercialization of the Institute owned IP/technology/services.• Stakeholder Relationship Management: Develop and manage relationships with key stakeholders, including Ministries/Departments, industry partners, and corporate representatives and explore fund opportunities.• CSR Project Accounting and Management: Management of large CSR funds including accounting, documentation, and related matters.• Undertake any other duties that may be required from time to time.

M/s G A DIGITALWEBWORD

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

☎: Branch Office: Bhopal (M.P.) Cont. No. 0755-2994690, +91 7389070114, 7224010570 E-MAIL: office.gadmp@gmail.com

Period of requirement	06 Month (extendable as per requirement and satisfactory performance)
Pay / Gross salary	Salary will be based on qualifications, experience and suitability of the candidate ranging from 75,000/- to 80,000/- (Consolidated)

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, 02nd May 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 a 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.

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