



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 Office 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:

Post	Project Office Assistant
No. of Posts	02 (Two)
Essential qualification	Graduate (B.Sc./BA/B.Com/BBA/BCA) or equivalent
Essential Experience	Essential: 1-year of experience in office practices. Desirable: Experience in handling Academic/ Administrative/ Finance & Accounting / Audit/ Stores & Purchase/ Establishment matters in Central/ State Government/ Central/ State funded Educational Institutes/ Govt. Universities/ Comparable Research Establishment and other Institution of Higher Education.
Period of requirement	Initially for a period of 6 months, extendable for additional term subject to satisfactory performance.
Pay / Gross salary	₹ 33,210/- 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, on or before **5 PM, 20th February 2026**, available at <https://forms.gle/AioBzNma9S58EWX28> Along with the application, **upload all relevant documents** including 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 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.

M/s G A DIGITALWEBWORD

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