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# GA DIGITAL WEB WORD

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

☎: + 91 9109492708, 8878222062 E-MAIL: mayur.gadigital1790@gmail.com

December 29, 2020

## Advertisement for the Post of Project Office Assistant (Legal)

The Indian Institute of Science Education and Research Bhopal, the principal employer appointed M/s G A Digital Web Word Pvt. Ltd. for deployment of manpower on short term basis through work outsourcing.

In this connection, M/s G A Digital Web Word Pvt. Ltd., invites applications from interested candidates along with Bio-data for the following position:

<b>Post</b>	<b>Project Office Assistant (Legal)</b>
<b>No. of Posts</b>	<b>Total no. of the post is 01 (One).</b>
<b>Essential Educational Qualification</b>	The candidate should have a Graduate Degree in Law with First Division.
<b>Desirable</b>	Prior experience of 03 years in handling legal work in any reputed organization/Law firms or under litigation in any court of Law/ Tribunal/ Commissions etc.
<b>Age limit</b>	The candidate should not be over 40 years of age as on the last date of submission of online applications.
<b>Pay / Gross Salary</b>	<b>Rs. 22,140/- per month</b>

In addition, EPF and Medical Insurance facilities, as per rules, shall be available.

### How to apply:

Please submit duly filled online application (completed in all respect) on or before **5 PM, January 13, 2021** available at <http://gadigital.in/pages/insrtruction.aspx>

Also, the self-attested copies of the certificates/mark sheets and other testimonials should be mandatorily submitted to the email id [mayur.gadigital1790@gmail.com](mailto:mayur.gadigital1790@gmail.com)

**Only shortlisted candidates will be called for Written test/ Interview. No TA/DA will be paid for attending the Written test/ Interview.**

The original certificates/mark sheets and other testimonials are to be produced for verification at the time of written test/interview.

### **General Terms and Conditions:**

1. The post is initially for a period of six months from the date of joining and 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, educational, or any other qualifying criterion as per its requirement.
5. The post holder will have no right whatsoever to the permanent employment/regularization/ contract/ absorption.
6. The assignment can be terminated by either side without assigning any reason.
7. After 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 aforesaid Terms & Conditions are supplementary in addition to the terms of 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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