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# GA DIGITAL WEB WORD

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

☎: +91 7389070114, 7224010570, E -MAIL: office.gadmp@gmail.com

November 20, 2023

## **Advertisement for the Post of Project Office Associate at IICE, IISER Bhopal**

The Innovation and Incubation Centre for Entrepreneurship (IICE), IISER 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 Biodata for the following position:

<b>Post</b>	<b>Project Office Associate</b>
<b>No. of Posts</b>	01 (One)
<b>Essential Qualification</b>	Postgraduate (PG) in Commerce (M. Com) / MBA Finance, Professional Qualifications like CA (Final/Intermediate), CS, ACMA/FCMA or related discipline in Finance and Accounts domain.
<b>Essential Experience</b>	Two (2) years of work experience in Finance, Accounts, Taxation, General Administration, Establishment, R&D Project Management etc. using accounting software, preferably Tally or other accounting software.  Candidates possessing working experience in incubation centre, start-ups, entrepreneurial organization, and educational institutions will be preferred.
<b>Desirable Skills</b>	<ol style="list-style-type: none"><li>1. Knowledge of accounting, book-keeping, bank reconciliation and activities required for finalization of Annual Accounts and Utilization Certificates.</li><li>2. Manage and oversee all accounting operations, including accounts payable/receivable, general ledger, and payroll.</li><li>3. Handling taxation matters and filing IT/GST returns.</li><li>4. Experience in handling corporate accounting and compliances.</li><li>5. Preparation of annual budget, including revenue projections, expenses, and capital expenditures.</li><li>6. Prepare accurate and timely financial reports, statements, schedules for internal and external stakeholders, MIS, and reporting.</li><li>7. Coordinate and liaise with auditors, ensuring smooth conduct of external and internal audits and management of all statutory compliances.</li><li>8. Relevant experience in handling computers with proficiency in MS Office and working in an office environment.</li><li>9. Skills and experience in handling the accounts.</li><li>10. Excellent written and verbal Communication Skills.</li><li>11. Experience of office administration.</li></ol>
<b>Pay / Gross salary</b>	Rs. 31,790/- per month.

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

### **How to apply:**

Please submit a duly filled online application (completed in all respects) 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 [office.gadmp@gmail.com](mailto:office.gadmp@gmail.com)

**Last Date of Application: December 10, 2023.**

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 IICE, IISER Bhopal from time to time during the period of his/her deployment at the premises of our client IICE, IISER Bhopal.

Therefore, the 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 GA 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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