

GIRI INSTITUTE OF DEVELOPMENT STUDIES
(National Research Institute of ICSSR, Ministry of Education, GOI & Govt. of U.P.)
SECTOR 'O' ALIGANJ HOUSING SCHEME
LUCKNOW-226024
E-mail: director@gids.org.in, fao@gids.org.in
Website: <http://gids.org.in>

CONTRACTUAL ADVERTISEMENT/05/2022

Date:12.05.2022

Applications are invited for filling up the posts of Office Superintendent, Technical Assistant and Office Assistant in Giri Institute of Development Studies, Lucknow on purely contractual basis from suitable candidates, who fulfil the eligibility conditions.

Sl. No.	Name of the Post	No. of Post	Consolidated/ Fixed Remuneration	Eligibility Conditions
1.	Technical Assistant	01	Rs.35400/-	B.Tech in IT Computer Science, EC or Masters Degree in Statistics or MCA (at least 55% of marks for General Candidates and 50% marks for SC candidates) with good academic record. Age Limit 35 years. Preference to those who have at least 3-5 years work experience on a similar position.
2.	Office Superintendent	01	Rs.35400/-	Working at the post of Office Assistant with 10 years' service experience. Retired from Govt./semi govt./ govt. Corporate bodies analogous/equivalent post or from higher post with 9300-34800+ GP Rs.4200 and Knowledge of Official Administration/ Purchase of Stores/ Management Knowledge may also apply. Maximum age Limit is 62 years for retired and 45 years for candidates in service.
3.	Office Assistant	02	Rs.25500/-	Graduate or equivalent, dealing with the matters relating to personal & administration/account, stores, knowledge of Computer, Internet & related work. Computer proficiency with min. 40 w.p.m. in English and 30 w.p.m. in Hindi typing, with 4 to 5 years experience. Maximum age Limit 35 years.

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1. Number of vacancies may vary and filling up the post(s) is at the discretion of the GIDS Authority.
2. The pay and allowance and other terms and conditions of selected candidates will be governed by the Institute's Authority.

General Information:

- (a) Self certified photo copies of all the educational and other testimonials & certificates are required to be attached along with the application.
- (b) Application received after the last date will not be entertained.
- (c) Application received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
- (d) No revision in pay will be admissible during the Contract Period.
- (e) No TA/DA will be given for attending interview.
- (f) Candidate should also bring all the original documents for verification.
- (g) The list of eligible candidates will be displayed on the Institute's website before the date of interview.
- (h) The last date of receiving application is 10.06.2022.
- (i) The interested candidates are requested to send their filled up Application form with supporting documents duly typed "**Application for the post of**" on the envelop, addressed to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 on or before 10th June 2022.

DIRECTOR



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Affix recent
passport size
photograph
duly signed by the
applicant

Application Format

1. Post applied for :
2. Name of the applicant :
3. Father's Name :
4. Husband's Name :
(In case of Married female candidate)
5. Date of Birth (DD/MM/YYYY) :
- Age as on last date of application :
6. Nationality :
7. Gender - Male/Female :
8. Category (SC/ST/OBC/Gen./others) :
9. Address for communication :
- Pin Code:
10. E-Mail ID :
11. Telephone/Mobile No. :
12. Present/Last Post held :
13. Name of the Organization :

14. Present/Last Pay drawn :

15. Educational Qualification:

Examination/ Degree	Board/University/ Organization	Subject/ Specialization	Year of Passing	Division/ Marks/ in %,OGPA/Grade
High School				
Intermediate				
Bachelor's Degree				
Diploma/ Technical qualification				

(Please attach attested photo copies of the testimonials)

16. Experience :

S.No.	Name of organization with address	Post held & Pay Scale	From	To	Experience			Nature of duties (attach experience Certificate)	Whether regular/ ad- hoc/Full time/Part time
					No. of Year s	Months	Total		

(Please use extra sheets if required)

17. Languages Known :

18. State briefly about working :

Knowledge of Financial/Office

Automation packages

(Please attach attested photo copy of the testimonial(s))

19. Any Other Information :

20. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.
- (ii) I have enclosed the required self-attested copies of certificates.

(Signature of the applicant)

Place:

Date:

FORWARDING LETTER FROM THE PRESENT EMPLOYER

(Should be signed by the Head of the Institution or Competent authority)

Forwarded with the remark that the applicant Dr./Mr./Mrs./Ms. _____ has been working in this organization in the post of _____ in a Temporary/ contract/ permanent capacity with effect from _____ in the Scale of pay of Rs. _____. He /She is drawing a basic pay of Rs. _____. His/ Her next increment is due on _____. Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/ her application being considered by the Giri Institute of Development Studies, Lucknow. He/She will be given due leave if selected.

Place

(Signature of the forwarding officer)

Date:

Name: _____