

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>

ADVERTISEMENT/2022

No. 3-Adm./2022

10th May 2022

Applications are invited for the post of Secretary to Director in the pay band of Rs. 9300-34800 with grade pay of Rs. 4600/- in the Institute. The candidate should be below the age of 40 years as on 10.06.2022. The appointee will be confirmed on the post after completion of one year probation period, subject to satisfactory work performance as per the Institute rules and regulations.

Essential Qualifications:

1. Graduate or equivalent with minimum 5 years of experience in reputed institutions / PSU/Govt. organizations.
2. Diploma certificate course in secretarial practices from a recognized institute.
3. The incumbent should have command over spoken and written English and knowledge of shorthand (100 w.p.m.) and typing speed (40/30 w.p.m.) in English/Hindi. Drafting skill and well versed in computer operation.
4. The work involves supporting secretarial and office work including independent drafting, liaising with faculty and seniors at the Institute as well as with the Board of Governors and other external agencies.
5. The candidates working in Institutions/PSU/Govt. organization may also apply on deputation through proper channel.

Desirable Qualifications:

1. Preference will be given to candidates with Master Degree (in any discipline) or
2. Post Graduate Diploma in Office Management/Office Administration/Secretarial Practices.

Application giving full details of qualifications and experience and duly filled in application Performa in all respects should reach the under-singed at the above address latest by 10.06.2022 or by email director@gids.org.in, fao@gids.org.in.

Note: Institute reserves the right to call candidates as deemed appropriate and even suspend/ cancel the selection process without assigning any reason.

Director