

# GIRI INSTITUTE OF DEVELOPMENT STUDIES

Sector O, Aliganj Housing Scheme, Lucknow 226024

Phone No. 0522-4001667, 4001615

Website: <http://gids.org.in>

Date: 05.05.2022

## Advertisement

### (Appointment of Secretary to Chairman)

1. Applications are invited for filling up the post of Secretary to Chairman on Temporary/short term contract basis for suitable candidates, who fulfill the eligibility conditions:-
  - (A) **Essential Qualifications:** Graduate in any Discipline.
  - (B) **Desirable Qualifications:** Post Graduate Diploma in Office Management/ Office Administration/ Secretarial Practice. Candidate must possess excellent communication and organizational skills.
  - (C) **Experience:** Atleast 10 years of experience in Secretarial work assisting top level management in reputed Government/Private Organisation/Think Tank.
2. **Service period:** Temporary/ short Term Contract for Six months (likely to continue for 2-3 years)
3. **Salary:** Consolidated Salary approx Rs.55000/- per month.
4. **Working Place:** Preferably New Delhi/ Lucknow.
5. **Selection procedure:** Candidate may be selected on the basis of Telephonic or Online mode Interview.
6. Date of Interview will be intimated to you through E-mail.
7. The interested candidates are requested to send CV/ Resume through Email "[director@gids.org.in](mailto:director@gids.org.in)" on or before 15<sup>th</sup> May 2022. Self certified Documents/Certificates are required to be attached alongwith the CV/Resume.

Director