

**GIRI INSTITUTE OF DEVELOPMENT STUDIES**  
Sector - O, Aliganj Housing Scheme, LUCKNOW - 226024, (U.P.) INDIA  
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**Advertisement**

Adv. No. GIDS/004/2024.

Date: 1 June, 2024.

Applications are invited for the post of Admin and Accounts Assistant on temporary basis for only handling the DES Sponsored Projects/Trainings/Workshops under the SSS scheme of the Central Government.

<b>Administrative Assistant - 01</b>	
Monthly Remunerations	Rs. 20000/ to 25000/- (consolidated)
Essential Qualifications	Bachelor's degree in any stream, with minimum typing speed of 40 WPM in English and 30 WPM in Hindi, should possess proficiency in English and Hindi Language (Reading and Writing both).  <b>Desirable:</b> Master's degree in any stream with at least 55% marks from a recognized University/Institute. Should have experience of at least 03 years of working in Government sectors' administration (PSUs, Autonomous bodies, NGOs etc.).
Duration	6 Months (Extendable as per the performance and requirement).
<b>Accounts Assistant - 01</b>	
Monthly Remunerations	Rs. 20000/- to 25000/- (consolidated)
Essential Qualifications	B.Com with at least 55% marks from a recognized University/Institute. Should have computer literacy and experience of working with computer office applications i.e Tally & MS Office. Should possess experience in Accounts, Management of Finance, Budgeting and Audit.  <b>Desirable:</b> M.Com with at least 55% marks from a recognized University/Institute. Should have experience of at least 03 years of working in Government sectors (PSUs, Autonomous bodies, NGOs etc.) as an Account assistant.
Duration	6 Months (Extendable as per the performance and requirement).

Interested candidates may apply online/by post in **the prescribed format of application** along with a copy of his/her updated CV, to project director(s) Dr. Nomita P. Kumar and Dr. Kavita Baliyan on [womenup0923@gmail.com](mailto:womenup0923@gmail.com) or [recruitment.gids@gmail.com](mailto:recruitment.gids@gmail.com) on or before **10<sup>th</sup> June, 2024**. The GIDS reserves all rights to cancel/postpone the recruitment process without clarifying any reason(s).

Selection would be based on Written Test, Skill Test & Interview for the mentioned post.

Prof. Parmod Kumar  
(Director)