

## GIRI INSTITUTE OF DEVELOPMENT STUDIES

Sector-O, Aliganj, Lucknow - 226 024

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Advt.No.016-Adm./2025

11<sup>th</sup> April, 2025

Applications are invited for the following on purely contractual positions, below the age of 40 years as on 30.04.2025, for a period of 11 months on purely contractual basis and likely to be extended further, subject to satisfactory work performance and requirement of the Institute:

### CONTRACTUAL ADVERTISEMENT

Sl. No.	Name of the Post	No. of Post	Consolidated Remuneration	Educational Qualification and experience
01.	Secretary to Director	01	67,191/-	(i) Graduate or equivalent with minimum 5 years' experience in reputed Institutions/ PSU/Govt. Organizations. 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 and drafting skill and well versed in computer.
02.	Accountant	01	49140/-	Commerce Graduate, knowledge of latest accounting systems, computer proficiency, and 10 years of relevant experience.
03.	Accounts Assistant	01	40658/-	Commerce Graduate, knowledge of latest accounting systems, computer proficiency, with 08 - 10 years of relevant experience.
04.	Caretaker	01	40658/-	Graduate or Intermediate with 10-15 years of experience in Govt./PSU/armed forces. Preference given to Ex-Servicemen.

Applications giving full details of qualifications and experience should reach the undersigned at the following address [point (I) General Information] latest by 30<sup>th</sup> April 2025.

Note;

01. Number of posts varies as per requirement of the Institute
02. Institute reserves the right to call candidates as deemed appropriate and suspend/cancel the selection process without assigning any reason at any stage.
03. Number of vacancies may vary and filling up the post(s) is at the discretion of the GIDS Authority.

04. The above conditions may be relaxed in case of ex-servicemen (from Army/Air Force/Navy) candidates found to be competent otherwise.

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 eligible candidates will also be informed in advance before the date of the interview/written examination.
- (h) The last date of receiving application is 30.04.2025.
- (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 sealed envelope, addressed to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 on or before 30 April 2025.

DIRECTOR