



GA DIGITAL WEB WORD PVT.LTD
NO. 1, HARGOVIND ENCLAVE , VIKAS MARG EXTENSION , DELHI-110092.
PH. NO 0120-4156899, 0120-4125729
WEBSITE: www.gadigital.in

Dear Sir/ Ma'am,

It is brought to your kind attention that there is an urgent requirement of various man power by GA Digital Web Word Pvt. Ltd., Delhi, for its Company Office or for Deployment/Engagement/Postings at Private/Govt. Department as outsourcing staff in Delhi and outside Delhi as per the need/vacancies of the assignment/ projects which is subject to change from time to time.

The applicant should fill the prescribed Application Form (enclosed) separately for each post and shall attach the necessary documents in support of entries made in the form and mail us at anuj.gupta855@gmail.com(For all posts you can apply till 28 Nov 2024 at 12 pm , after that we do not consider any application.)

IMPORTANT: The Date to submit the Application Form along with all the necessary documents for various posts have been extended till 30th of November, 2024 at 12 PM, any submissions after the given time will not be considered.

Sl. No.	Name of Posts approved on contractual basis	Remuneration proposed	Minimum Essential Qualification
1	Sr. Consultant (Homoeopathy)	Rs. 75000/- p.m.	Postgraduate (PG) in Homoeopathy and 10 years of experience after PG, Experience should preferably from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization.
2	Consultant (Homoeopathy)	Rs. 60000/-pm	Postgraduate (PG) in Homoeopathy and 05 years of professional experience after PG, OR Undergraduate (UG) and 07 years of experience Experience should preferably be from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization.

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Corporate Office No.117, Mastermind-I, Royal Palms, Aarey Road, Goregaon (E), Mumbai-400065



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CURRENT EMPLOYMENT (POST)		
CATEGORY (SC/ ST/ OBC/ GENERAL)		
EWS		
PERMANENT ADDRESS		
CURRENT ADDRESS		
MOB. NUMBER		
EMAIL ID		
ADHAAR NO.		
OLD ESI NO.		
OLD UAN NO.		
REGISTRATION CERTIFICATE NUMBER& DATE		
OF ISSUE AND UPDATION DATE		
QUALIFICATION	PASSING MONTH AND YEAR	

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GRADED BHMS		
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MD (Hom)		
ANY OTHER QUALIFICATION		
EXPERIENCE AFTER GRADUATION		
EXPERIENCE AFTER POST GRADUATION		

Applicant Signature: -.....

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Sl. No.	Name of Posts approved on contractual basis	Remuneration	Minimum Essential Qualification
1	Legal Consultant	Senior Consultant Rs. 75000/-pm / Consultant Rs. 50,000/-pm	Graduate in law and 10 years of experience (for Senior Consultant) or with the remuneration of Rs. 50,000/- with 05 years of experience after Graduation in Law for Consultant. Experience should preferably from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization. Candidates must be experienced and skilled in filing reply and affidavits before the Hon'ble Court and should be able to coordinate with panel counsels to protect the interest of Commission in the matters filed before the Hon'ble Courts alongwith, Computer Proficiency/ Knowledge of MS Office.

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Sl. No.	Name of Posts approved on contractual basis	Remuneration	Minimum Essential Qualification
1	Consultant (IT)	Senior Consultant (IT) Rs. 75000/-pm / Consultant (IT) Rs, 50,000/- pm	B.E/B.Tech. in Computer Science or Computer Technology or Information Technology from a recognized University or Institute and 10 years of experience for Senior Consultant (IT) or with 05 years of experience after B.E/B.Tech. qualification for Consultant (IT) Experience should preferably from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization in actual software development using PHP or JAVA or ASP.Net and having experience in data base such as MYSQL/SQL/ORACLE/ POSTGRES..

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1	Consultant (A/c)	Rs. 75000/-pm	Retired from the post of Accounts officer / Section Officer/ Under Secretary or its equivalent in the Govt. of India / State Govt./ attached and subordinate offices / PSU's / Autonomous Bodies of the Govt. of India in the respected sphere of specialisation (GFR Rules, Accounting, Finance, Budgeting, Ledger Cash Book Maintenance, Tally, Reconciliation, Computer Proficiency)
2	Assistant Consultant (A/c)	Rs 35,000/-pm	<p>B.com Degree from recognized University / Inst. with 5 years' experience in Cash, Account & Budget, Preparation of Annual Accounts, Bank reconciliation, Maintenance of ledger & Cash Book, Banking, etc. in a Government Office / PSU / Autonomous Bodies of Govt. of India/University/Educational Inst along with. Knowledge of Tally, MS Office Tools (Word / Power Point / Excel etc.)</p> <p>Or</p> <p>Retired Govt. Employee after minimum 15 years of regular service, having expertise in Cash, Account & Budget, Preparation of Annual Accounts, Bank reconciliation, Maintenance of ledger & Cash Book, Banking, etc. along with. Knowledge of Tally, MS Office Tools (Word / Power Point / Excel etc.)</p>

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1	Consultant (Admin.)	Rs. 75000/-pm	Retired from the post of Section Officer/ Under Secretary / Deputy Secretary or its equivalent in the Govt. of India / State Govt. / attached and subordinate offices / PSU's, Autonomous Bodies of the Govt. of India in the respected sphere of specialisation(Establishment and General Administration, Procurement, Office Superintendence, Annual Report, Office Manual and other Publications, Rajya Bhasha Adhinyam Implementation, Parliamentary Matters) alongwith Computer Proficiency/ Knowledge of MS Office.
2	Assistant Consultant (Admin)	Rs 35,000/-pm	Degree from a recognized University / Institute. 5 years' experience in a similar Government Office / PSU / Autonomous Bodies of Govt. of India / University / Educational Institution. Or Retired Govt. Employee with minimum 15 years of regular service, having Experience in Establishment and General Administration, Purchase, GeM Procurement, Office Superintendence Annual Report, Office Manual and other Publications, Rajya Bhasha Adhinyam Implementation, Parliamentary Matters) alongwith Computer Proficiency/ Knowledge of MS Office.

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Sl. No.	Name of Posts approved on contractual basis	Remuneration	Minimum Essential Qualification
1	Consultant (Exam)	Rs. 75000/-pm	Post Graduation and 05 years of experience, in exam related activity or management or administration after Post Graduate degree, alongwith Computer Proficiency/ Knowledge of MS Office.
2	Assistant Consultant (Exam)	Rs. 40,000/-pm	Graduation with 05 years' experience in Education / University Exam / Management related activities, alongwith Computer Proficiency/ Knowledge of MS Office.

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1	MTS	Skilled (As per the office of the Commissioner (Labour), Govt. of NCT of Delhi (Labour Department), Delhi order issued from time to time)	Matriculation or above

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1	Office Assistant	Rs. 30000/-pm	<p>(i) Graduation in Computer Application/IT/Business Administration /B.Tech.(C.S) or (IT)/BCA/B.Sc.-IT/Graduation with one year diploma/Certificate Course in Computer from recognized institute or university</p> <p style="text-align: center;">OR</p> <p>Office work experience of minimum 5 year for Graduate and 2 years of Experience for post graduate candidates</p> <p>(ii) Typing speed of 35 words in English or 25 words in Hindi on computer, alongwith Knowledge of MS Office-Word, Excel, Power Point, Access.</p>

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1	Private Secretary	Rs.50000/-pm	<p>(i) Stenographic/typing proficiency</p> <p>(ii) Computer Proficiency</p> <p>(iii) Bachelor's degree in any subject from a recognized University/ Institute; and</p> <p>(iv) Having minimum 05 years of experience in stenographic and Personal Assistant/ Secretary position @ salary Rs 35000/-</p> <p>Experience should preferably from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization, alongwith Knowledge of MS Office-Word, Excel, Power Point, Access.</p>
2	Stenographer	Rs. 45000/-pm	<p>(i) Stenographic/typing proficiency</p> <p>(ii) Computer Proficiency</p> <p>(iii) Bachelor's degree in any subject from a recognized University/ Institute;</p> <p>(iv) Having minimum 03 years' Experience in stenographic and Personnel Assistant / Secretary position.</p> <p>Experience should preferably from govt. / govt aided or funded autonomous / statutory / undertaking / PSU organization, alongwith Computer Proficiency/ Knowledge of MS Office.</p>

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