

गोविन्द बल्लभ पन्त सामाजिक विज्ञान संस्थान
GOVIND BALLABH PANT SOCIAL SCIENCE INSTITUTE

Advt. No. GBPSSI/Estt./Temp. Rect./02-2023

Walk in Interview

Applications are invited for the post of Office Assistant from retired personnel for rendering their services purely on a temporary basis as per the details given below:

1	Name of Post	Office Assistant
2	Number of Post	01 (UR)
3	Period of engagement	For an initial period of 6 months which is extendable by another six months as per the requirement of the Institute
4	Eligibility Criteria	Personnel retired as Private Secretary/Personal Assistant/Office Assistant or equivalent position in pay level 4/5/6 with minimum experience of 10 years in Administrative/Ministerial/Secretarial services
5	Age eligibility	Age should be less than 65 years as on 31.05.2023
6	Emoluments	Consolidated pay Rs. 19,000.00 p.m.
7	Leave	1.5 CL/month
7	Scope of work	Knowledge of taking dictation/transcribing the same, knowledge of Hindi & English typing, attending to telephone calls, managing appointment and meetings and other regular work related to the smooth functioning of the office.
8	Working hours	<ul style="list-style-type: none">• Normal office timings from 09:00 am – 05:00 pm• May also have to devote more time than usual to meet the exigencies of work, if required.
9	Terms of engagement	The Institute can cancel the engagement at any time without providing any reason for it.
10	How to apply	The applications in the prescribed format (complete in all respects) along with self-attested copies of all marks-sheet, certificates, Last Pay Certificate, Experience Certificate, Aadhar & PAN card, Bank Details. Note: The application form must have to be submitted at the time of walk-in-interview along with the above required documents.
11	Date of walk-in-interview	20.06.2023 (01:00 pm onwards)

Sd/-
Administrative Officer
GBPSSI

PROFORMA FOR INVITING APPLICATIONS FORM RETIRED PERSONNEL

- 1 Name :
- 2 Last designation held :
- 3 Name of the organization :
(from where retired)
- 4 Date of retirement :
- 5 Last pay drawn and level :
- 6 Monthly pension sanctioned :
- 7 Date of Birth :
- 8 Age as on 31.05.2023 :
- 9 Sex (Male/Female) :
- 10 Category (GEN/EWS/OBC/SC/ST) :
- 11 Nationality :
- 12 Present address :
- 13 Permanent address :
- 14 Mobile number :
- 15 Email id. :
- 16 PAN/Aadhar No. :
- 17 Academic/Professional Qualifications :



	<u>Examination</u>	<u>Board/University</u>	<u>Passing year</u>
(i)	10 th or Equivalent		
(ii)	12 th or Equivalent		
(iii)	Graduation		
(iv)	Post-Graduation		
(v)	Any other		

18. Details of work Experience (Separate sheet may be attached) :

DECLARATION

I _____ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be canceled.

Date :

Signature of the Applicant