

GANDHI SMRITI AND DARSHAN SAMITI

F.No.3-47/2018/GSDS

**Subject: Advertisement for engagement as Data Entry Operator
(DEO) in GSDS on contract/temporary basis.**

The services of a suitable person are required on temporary basis in GSDS on the following terms and conditions:

Eligibility:

- 1.1 Persons having past experience in working autonomous organization/NGOs/reputed company is eligible for engagement as DEO on contract basis initially for six months.
- 1.2 Should have a graduation degree from any recognized College/University and well versed with functioning of office procedure and dealings.
- 1.3 Should have communications and inter-personal skills, knowledge of computer applications etc.
- 1.4 Should have expertise in drafting/noting, office procedure etc.

2. Remuneration:

- 2.1. The monthly consolidated remuneration will be Rs.15,000-20,000/- depending upon the qualifications.
- 2.2 Shall not be entitled to any allowance such as DA, TA, residential accommodation, CGHS, Medical reimbursement etc.

3. Engagement:

- 3.1 The engagement of DEO on contract basis will be initially for six months which could be extended for another six months depending upon the satisfactory performance by the candidate
- 3.2 The engagement of DEO will be purely on contract basis and will not confer any right for regular appointment in GSDS

4. Engagement Procedure:

- 4.1. The DEO would be engaged after following due procedure i.e. calling for applications through advertisement etc.
- 4.2 The scrutiny of applications and selection will be carried out by an Internal Committee in GSDS.

The interested candidates may send their bio-data within 15 days of this advertisement to

Director,
Gandhi Smriti and Darshan Samiti
Gandhi Darshan, Rajghat
New Delhi-110002

GANDHI SMRITI AND DARSHAN SAMITI

F.No.3-48/2018/GSDS

**Subject: Advertisement for engagement as Consultant on
Contract/temporary basis in GSDS**

The services of a suitable person are required on temporary basis in GSDS in its Srijan Sales Counter to promote and popularize Khadi and other products.

Eligibility:

- 1.5 Persons having past experience in promoting business/sales in reputed company or business house is eligible for engagement as Consultant on contract basis initially for six months
- 1.6 Should have professional qualifications and experience in Sales and business development, liasoning work with other departments, preparation of report, maintaining of relevant records etc.
- 1.7 Should have communications and inter-personal skills, knowledge of computer applications etc.
- 1.8 Should have expertise in drafting/noting, budget/accounts, office procedure etc.

2. Remuneration:

- 2.1. The monthly consolidated remuneration will be Rs.40, 000/- 50,000/- depending upon the qualifications.
- 2.2 Shall not be entitled to any allowance such as DA, TA, residential accommodation, CGHS, Medical reimbursement etc.

3. Engagement:

- 3.1 The engagement of Consultant on contract basis will be initially for six months which could be extended for another six months depending upon the satisfactory performance by the candidate
- 3.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in GSDS

4. Engagement Procedure:

- 4.1. The Consultant would be engaged after following due procedure i.e. calling for applications through advertisement etc.
- 4.2 The scrutiny of applications and selection of Consultant will be carried out by an Internal Committee in GSDS.

The interested candidates may send their bio-data within 15 days of this advertisement to

Director,
Gandhi Smriti and Darshan Samiti
Gandhi Darshan, Rajghat
New Delhi-110002