

**GIRI INSTITUTE OF DEVELOPMENT STUDIES**  
(National Research Institute of ICSSR, Ministry of Education, GOI & Govt. of U.P.)  
**SECTOR 'O' ALIGANJ HOUSING SCHEME**  
**LUCKNOW-226024**

E-mail : [director@gids.org.in](mailto:director@gids.org.in), [fao@gids.org.in](mailto:fao@gids.org.in), Website : <http://gids.org.in>

**ADVERTISEMENT/2022**

No. 3-Adm./2022

10<sup>th</sup> May 2022

Applications are invited for the post of Secretary to Director in the pay band of Rs. 9300-34800 with grade pay of Rs. 4600/- in the Institute. The candidate should be below the age of 40 years as on 30.05.2022. The appointee will be confirmed on the post after completion of one year probation period, subject to satisfactory work performance as per the Institute rules and regulations.

**Essential Qualifications:**

1. Graduate or equivalent with minimum 5 years of experience in reputed institutions / PSU/Govt. organizations.
2. Diploma certificate course in secretarial practices from a recognized institute.
3. 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. Drafting skill and well versed in computer operation.
4. The work involves supporting secretarial and office work including independent drafting, liaisoning with faculty and seniors at the Institute as well as with the Board of Governors and other external agencies.
5. The candidates working in Institutions/PSU/Govt. organization may also apply on deputation through proper channel.

**Desirable Qualifications:**

1. Preference will be given to candidates with Master Degree (in any discipline) or
2. Post Graduate Diploma in Office Management/Office Administration/Secretarial Practices.

Application giving full details of qualifications and experience and duly filled in application Performa in all respects should reach the under-singed at the above address latest by 30.05.2022 or by email [director@gids.org.in](mailto:director@gids.org.in), [fao@gids.org.in](mailto:fao@gids.org.in).

**Note:** Institute reserves the right to call candidates as deemed appropriate and even suspend/ cancel the selection process without assigning any reason.

**Director**



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Affix recent  
passport size  
photograph  
duly signed by the  
applicant

**Application Format**

1. Post applied for :
2. Name of the applicant :
3. Father's Name :
4. Husband's Name :  
(In case of Married female candidate)
5. Date of Birth (DD/MM/YYYY) :  
  
Age as on last date of application :
6. Nationality :
7. Gender - Male/Female :
8. Category (SC/ST/OBC/Gen./others) :
9. Address for communication :
- Pin Code:
10. E-Mail ID :
11. Telephone/Mobile No. :
12. Present/Last Post held :
13. Name of the Organization :

**14. Present/Last Pay drawn :**

**15. Educational Qualification:**

Examination/ Degree	Board/University/ Organization	Subject/ Specialization	Year of Passing	Division/ Marks/ in %,OGPA/Grade
High School				
Intermediate				
Bachelor's Degree				
Diploma/ Technical qualification				

*(Please attach attested photo copies of the testimonials)*

**16. Experience :**

S.No.	Name of organization with address	Post held & Pay Scale	From	To	Experience			Nature of duties (attach experience Certificate)	Whether regular/ ad- hoc/Full time/Part time
					No. of Year s	Months	Total		

*(Please use extra sheets if required)*

**17. Languages Known :**

**18. State briefly about working :**

**Knowledge of Financial/Office**

**Automation packages** .....

*(Please attach attested photo copy of the testimonial(s))*

**19. Any Other Information :**

**20. DECLARATION:**

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.**
- (ii) I have enclosed the required self-attested copies of certificates.**

**(Signature of the applicant)**

**Place:**

**Date:**

## FORWARDING LETTER FROM THE PRESENT EMPLOYER

(Should be signed by the Head of the Institution or Competent authority)

Forwarded with the remark that the applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ has been working in this organization in the post of \_\_\_\_\_ in a Temporary/ contract/ permanent capacity with effect from \_\_\_\_\_ in the Scale of pay of Rs. \_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_. His/ Her next increment is due on \_\_\_\_\_. Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/ her application being considered by the Giri Institute of Development Studies, Lucknow. He/She will be given due leave if selected.

Place

(Signature of the forwarding officer)

Date:

Name: \_\_\_\_\_