

**GUJARAT STATE DISASTER MANAGEMENT AUTHORITY**

Block No. 11, 5th Floor, Udyog Bhavan, Gandhinagar, Gujarat

Tel: +91-79-23259279, www.gsdma.org**Recruitment Notice No- 3, 2016**

Gujarat State Disaster Management Authority (GSDMA) is inviting applications through Website Portal: jobs.gsdma.org for post given below on contract basis for a period of 11 months.

S.N.	Post	No. of Post	Qualification	Salary (Per Month)	Age Limit	Experience
1	Office Executive –cum-Personal Secretary to CEO	01	<ul style="list-style-type: none">M.B.A (HR) with First ClassCCC with First ClassHSC with First Class	20,000/-	Upto 35 years	Experience of working with Government will be preferred
2	Gujarati Stenographer –cum-Personal Secretary to Addl. CEO	01	<ul style="list-style-type: none">Graduation in any streamGujarati Stenography (50 words/min). Certified by any Govt. or Govt. recognized institute	12,000/-	Upto 40 years	

Interested candidates may apply online from **16.11.2016** till **20.11.2016** at **11:59 PM** through GSDMA website (jobs.gsdma.org).

Knowledge of English, Hindi and Gujarati & Computer is Mandatory.

Eligible candidates will be intimated about date of interview via E-mail.

Gandhinagar**Addl. CEO**