



Research & Development Section Indian Institute of Technology Guwahati Guwahati-781039, Assam

Applications are invited for Walk-in interview for the temporary contractual position of Office Assistant (Project mode) in the Research & Development Section of IIT Guwahati.

Name of post: Office Assistant (Project Mode).

No. of post: 1 (One). The number may vary depending on requirement.

Pay: Rs.19500/- + 18% HRA.

Eligibility criteria:

Qualification: Post-Graduation in any discipline from recognized Institute/ University. The candidate should have consistent good academic record with 1st class in all degrees right from HSLC onwards.

Experience: 2 years' experience in Office management in similar organization. Experience of noting and drafting in Central / State / Organizations / PSUs / University Research Institutions or Central / State Autonomous Bodies is mandatory. Conversant with Central Government rules including GFR, experience in purchase procedures and computer based data entry is desirable.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 21.11.2023 (5 pm). Shortlisting will be based on qualification and desirable experience as mentioned above. Only shortlisted candidates will be invited for the interview. The date and time for the interview of shortlisted candidate will be informed via email. The candidates based on their performance in the interview may be selected. The application form is available in the following link:

Link for a) Office Assistant (Project Mode): <https://forms.gle/wm1VAznBgbRagvYg8>

Mere possession of the qualification mentioned above does not entitle a candidate to be called for the interview.

The candidate if selected might be placed in other posts if found suitable.

Decision of the management will be final.

xRNDSPNIITG90034xIDF001

HOS (R&D)