



# Indian Institute of Technology Guwahati Guwahati-781039, Assam

**Walk in Interview** to be held on **8<sup>th</sup> November 2016** for appointment of **Administrative Officer (One Post)** in a Microsoft sponsored Project entitled “**Exploration of gestural interfaces for rural areas**” at the Department of Design, IIT Guwahati. The appointment will be on a **contract basis** for a period of 10 months or co-terminus with the project whichever is earlier.

## **Qualification and Experience:**

B.Tech / B.E. / B. Com / M.Tech / M.E. / M.Com / MBA. Must be proficient with Microsoft Powerpoint, Word & Excel Skills. Minimum 6 months of experience required.

**Pay:** Rs. 22,000/- + HRA + Medical facility

Candidates are requested to send their resume to Dr. Keyur Sorathia (E-mail: [keyursorathia@gmail.com](mailto:keyursorathia@gmail.com)) and come with a CV in the prescribed format attached herewith and copies of relevant certificates and documents and report to Keyur Sorathia, Embedded Interaction Lab, Department of Design, IIT Guwahati at 10.00 am on the date of the interview.

**No TA/DA will be paid to the candidate to appear for the interview.**

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**Dy. Registrar (R&D)**

FORM OF APPLICATION FOR THE POST OF \_\_\_\_\_

To be returned:  <b>To</b>  <b>(The PI)</b>
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Photograph
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1.	Name in full (in capital letters) (Underline Surname)			
2.	Father's / Husband's Name			
3.	a. Marital Status		b. Male / Female:	
4.	a. Permanent address	* b. Address for correspondence		
5.	Phone No. (Including STD code)		E-mail ID	
6.	Date of birth (please attach true copy of certificate )			
7.	Are you a citizen of India by birth or by domicile?			

\* Any change in address should at once be communicated to the Asst. Registrar (R&D.), IIT Guwahati, Guwahati - 781 039, Assam.

8. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination.

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or C.P.I.	Date of passing
01									
02									
03									
04									

9. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one :

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any.*

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Place:.....  
Date: .....

**Signature of the Candidate**