



Indian Institute of Technology Guwahati Guwahati-781039, Assam

Applications are invited for the posts of **Office Assistant** in a DEITY sponsored research project entitled "***Centre for Excellence in Research and Development of Nanoelectronic Theranostic Devices***" at the Centre for Nanotechnology, IIT Guwahati. The appointment will be on contract basis for one year and co-terminus with the project.

No of post: 01

Post: Office Assistant

Qualification and Experience: Master's degree in Commerce/Science with minimum 4 years of working experience in the field of accounting and having experience in the following areas are preferred:

- (i) Knowledge of MS Office
- (ii) Basic data entry on Computers
- (iii) Account maintenance, Preparation of Utilization certificate, legal aspects etc.

Pay Scale: Rs. 15000/- + 20% HRA + Medical Allowance as per Institute norms

Interested candidates may appear for a **walk-in interview** on **16/11/2016.09.00AM** with bio-data / application in the prescribed format attached herewith, mark sheets, certificates of educational qualifications and experiences (if any) along with copies of relevant documents. Advanced copies can be sent to the office, Centre for Nanotechnology, IIT Guwahati, Guwahati-781 039.

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

Phone: 0361-258-3066/3075

E-mail: nano_off@iitg.ernet.in

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Dy. Registrar (R&D)

FORM OF APPLICATION FOR THE POST OF _____

<p>To be returned:</p> <p>To</p> <p>(The PI)</p>
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<p>Photograph</p>

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