



आईआईटी गुवाहाटी अनुसंधान पार्क नींव
गुवाहाटी-781039, असम
IIT Guwahati Research Park Foundation
Guwahati-781039, Assam
A Section 8 Company

Applications are invited for the following Contractual posts in the IIT Guwahati Research Park foundation:

SI No	Staff Designation	Number of Vacancies	Pay Scale (₹)	HRA	Duration of Appointment	Qualifications
1.	Accountant cum Administrative Assistant	1	25000-1250-35000	NA	11 months	Essential Qualification: First Class in B.Com with 2 (two) years of relevant working experience. Proficiency and working knowledge of Accounting software like Tally, GST, MS Office (word, excel) etc. Desirable Qualification: Experience of working in Research Park, incubation center.
2.	Office Attendant	1	18000-1000-28000	NA	11 months	Essential Qualification: High School Pass with 5 (five) years of experience. Desirable Qualification: Four years' of working experience in Research Park, incubation centre as an Attendant.

***Tenure may get extended based on performance.**

How to apply and selection process: Candidates must apply through a google form link given below:

Link for the Post of **Accountant cum Administrative Assistant:** <https://forms.gle/7DGWMViVGGcj2FtE8>

Link for the Post of **Office Attendant:** <https://forms.gle/gxUQVz7461tNe1FH9>

The last date for applying is: 02.12.2022

Shortlisted candidates will be informed via email regarding the venue, date and time of the Interview.

Shortlisted candidates have to appear in Person for the Interview.

The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies/ Private Organization etc. will have to submit a No-objection Certificate (NOC) from the concerned employer in advance or at the time of interview failing which the candidate may not be allowed to appear for an interview.

No TA/DA will be paid to the candidates for appearing in the test/interview

For any clarification, mail us at: iitgisirec@gmail.com , gkrishna@iitg.ac.in