



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

Applications are invited for Walk-in interview on **28.04.2023 (Friday) at 10:00 am** 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: M. Com (HR/Management) / MBA(HR) or Master Degree in any other Discipline from recognized Institute/University with One-year experience in HR management in an Organization/Institute. Preference will be given to candidates with relevant experience.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 19.04.2023 (5 pm). Shortlisting will be based on qualification and desirable experience as mentioned above. Only shortlisted candidates will be invited for the interview. The tentative date of interview is 28.04.2023. 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 Office Assistant (HR): <https://forms.gle/TgRqRZC4xy4QUvtk6>

Mere possession of the qualification mentioned above does not entitle a candidate to be called for the interview. Decision of the management committee will be final.

xRNDSPNIITG90034xIDF001

HOS (R&D)