Applications are invited for an online interview on **16.08.2021 (Monday) 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/- + 16% 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 Govt. / 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 operations is desirable.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 08.08.2021 (5 pm). Shortlisting will be based on qualification and requisite experience as mentioned above. Only shortlisted candidates will be invited for an online interview. They may be asked to submit their documents through e-mail. The tentative date of online interview is 16.08.2021. The date and time for the online interview of shortlisted candidate will be informed via email. The candidates based on their performance in the online interview may be selected or called to appear for personal interview. The application form is available in the following link:

https://docs.google.com/forms/d/e/1FAIpQLSegRYbb_OnZ7lSXjLZgO-vzl8iBvU9bnitorjB07Pre_Ryisw/viewform?usp=sf_link

xRNDSPNIITG90034xIDF001   **HOS (R&D)**