



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

Applications are invited for a walk-in interview on **02.08.2021 (Tuesday) at 10:30 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.

The details of post are given below:

Eligibility criteria:

Qualification: Post-Graduation in Commerce or similar discipline from recognized Institute/University.

Experience: 2 years' experience in Office management is mandatory. Conversant with Central Government rules and experience in finance & accounts, computer based data entry operations through Tally software along with management of PFMS is desirable.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 25.07.2022 (5 pm). Shortlisting will be based on qualification and requisite experience as mentioned above. Only shortlisted candidates will be invited for the interview. The tentative date of interview is 02.08.2022. 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: <https://forms.gle/7ePXLjrP43Y9KjMu7>

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.

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HOS (R&D)