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

Applications are invited for temporary contractual position of Office Assistant UC (Project mode) in the Research & Development Section of IIT Guwahati.

Name of post: Office Assistant UC (Project Mode).

No. of post: 2 (Two). The number may vary depending on requirement.

Pay: Rs.25200/- + 20 % HRA.

Duration: 11 months initially.

Eligibility criteria:

Qualification: Graduation in Commerce/ Finance from recognized Institute/ University. The candidate should have consistent good academic record. One-year experience in Office management and record keeping, handling various kinds of purchase, processing bills.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 29.12.2025 (5 pm). Shortlisting will be based on qualification and desirable experience as mentioned above. Only shortlisted candidates will be invited for the interview. 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 (Project Mode): https://forms.gle/XDM4Bzga6fobS3Nx8

Mere possession of the qualification mentioned above does not entitle a candidate to be called for the interview.

The candidate if selected might be placed in other posts if found suitable.

Decision of the management committee will be final.

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HOS (R&D)