



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

Applications are invited for interview for the temporary contractual position of Office Assistant (Accounts), Office Assistant (HR) (Project mode) and Office Assistant (Project mode) in the Research & Development Section of IIT Guwahati.

**Name of post:** Office Assistant (Accounts) (Project Mode).

**No. of post:** 4 (Four). The number may vary depending on requirement.

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

**Duration:** 11 months initially

### Eligibility criteria:

**Qualification:** Post-Graduation in Commerce / MBA (Finance) or similar discipline from recognized Institute/ University. The candidate should have consistent good academic record. Minimum two-years' experience in Finance and Accounts in Computer based data entry operations through Tally software. Desirable: Working knowledge of PFMS.

**Name of post:** Office Assistant HR (Project Mode).

**No. of post:** 1 (One). The number may vary depending on requirement.

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

**Duration:** 11 months initially

### Eligibility criteria:

**Qualification:** Post-Graduation in any discipline/ MBA(HR) from recognized Institute/ University. The candidate should have consistent good academic record. Minimum two-years' experience in HR management in an Organization/Institute. Preference will be given to candidates with relevant experience.

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

**No. of post:** 1 (One). The number may vary depending on requirement.

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

**Duration:** 11 months initially

### Eligibility criteria:

**Qualification:** Post-Graduation in any discipline from recognized Institute/ University. The candidate should have consistent good academic record. Minimum two-years' 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 27.03.2026 (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 (Accounts): <https://forms.gle/4hVHLptcJK45dsv69>

Link for Office Assistant (HR): <https://forms.gle/9egtPuX7eurtb6mBA>

Link for Office Assistant: <https://forms.gle/DwDhtZyjp1tKHtyg7>

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)