



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
गुवाहाटी-781039, असम
Indian Institute of Technology Guwahati
Guwahati-781039, Assam
औद्योगिक सहभागिता तथा विशेष पहल कार्यालय
Office of the Industrial Interactions and Special Initiatives

Applications are invited for the following Contractual posts in the projects entitled "**Developing a Management System, Designing and Establishing Office room meeting room, Events etc**" at IIT Guwahati under supervision of Prof. G. Krishnamoorthy, Department of Chemistry, IIT Guwahati.

| SI No | Project Staff Designation | Number of Vacancies | Pay Scale (₹) | HRA | Duration of Appointment | Qualifications |
|-------|---|---------------------|--------------------------------|-----|-------------------------|---|
| 1. | Accountant cum Administrative Assistant | 1 | 25,000-35,000/- (Consolidated) | NA | 89days | Bachelor's Degree in Commerce/Business administration with good academic record. Desirable: Proficiency and working knowledge of Accounting software like Tally, MS Office (word, excel) etc. Candidate having experience of filling GST and Income Tax in Section 8 company/society will be preferred. |

***Tenure may get extended based on performance.**

How to apply and selection process: Candidates must apply through a google form link given below:

Link for the Post of **Accountant cum Administrative Assistant:** <https://forms.gle/KdzF2ke1aW2LnEiG6>

The last date for applying is: **9th May 2022**

Shortlisted candidates will be informed via email regarding the date and time of Interview.

Shortlisted candidates have to appear in the Personal Interview.

Venue: **3rd Floor, Research Building, Office of Industrial Interactions and Special Initiatives, IIT Guwahati.**

Selection will be purely based on the performance of the candidate in the interview.

The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies/ Private Organization etc. will have to submit a No-objection Certificate (NOC) from the concerned employer in advance or at the time of interview failing which the candidate will not be allowed to appear for an interview.

No TA/DA will be paid to the candidates for appearing in the test/interview

For any clarification, mail us at: iitgiisirec@gmail.com

Project No: xCHMISPxxRP00540xxGK103

Advt. No: IITG/II&SI/Project Staff Rectt-2022/12

HoS (II&SI)