



TEMPORARY APPOINTMENT FOR THE POST OF MANAGER, FOR UNNAT BHARAT ABHIYAN CELL

Candidates are invited to a walk-in interview for the appointment starting from August 2025 to the following post on a purely temporary basis as per the schedule given below:

Position: Manager (01)

Duration: For a period of 1 year or less, depending on the requirement.

Remuneration: ₹50,000/- (Consolidated) per month

Minimum Qualification: B.Tech / M.Sc Graduate.

Experience: Candidates should have one year of experience in Rural Development.

Other Qualities: Candidate should have outstanding oral and written communication skills in English. Desirable to have good proficiency in Assamese and Hindi. Proficiency in other NE regional languages would be a plus point. Excellent proficiency in MS Office, Photoshop etc. Desirable knowledge in graphical design, with the capability of image, audio, and video editing. Good command over online meeting platforms like Webex, Google Meet, Microsoft Teams, Airmeet etc. Good skills for information dissemination via online platforms such as Twitter, Facebook, Instagram, YouTube, etc.

Role & Responsibilities: Some of the key responsibilities (but not limited to) are as follows:

- Coordination and communication (via emails, phones, WhatsApp, letters, etc.), meeting organisation (online and offline), etc., with UBA identified Participating Institutes (PIs), organisations, clusters, villages, stakeholders, individuals, etc., to fulfil UBA's objectives.
- Report aggregation from various PIs. preparation of UBA Cell's reports, presentations, etc, for relevant authorities, and audiences.
- Preparation of project (including Detailed Project Reports (DPRs)) proposals for various funding agencies, and implementation of the same, when granted, with necessary reports, submission of utilisation certificates, etc.
- Providing administrative support and organising workshops, seminars, etc.
- Record keeping & population of necessary information, etc.
- Logistics and travel management. Ready to travel within Assam and elsewhere, as & when required, at short notice.
- Liaising with the UBA Cell with IIT Guwahati officials.
- Reporting to the concerned authority on a daily basis about the pertinent work/project and chalking out strategies to meticulously execute the assigned work/project for inspiring and fulfilling outcomes.

In Addition to these, the successful candidate is expected to inculcate at least the following qualities:

- Professional and positive credibility.
- Able to execute work under extreme pressure and deadlines, in a fast-transforming scenario.
- Can remain committed, organised, calm and motivated under difficult work situations.
- Effective and pragmatic communicator, with excellent skills for listening, analysis, and impact assessment.
- Target driven, resolute, and efficient.
- Good collaborator for teamwork.

Date of interview: 25th July, 2025

Venue of interview: UNNAT BHARAT ABHIYAN (UBA) Cell (Basement of Admin Building), IIT Guwahati.

Interested candidates may report to UNNAT BHARAT ABHIYAN (UBA) Cell, IIT Guwahati at **09:00 AM** on **25/07/2025** for verification along with their **CV, original documents and a set of photocopies of all relevant documents, along with two (02) passport size colour photographs.**

For any queries, interested candidates may contact srinikris@iitg.ac.in

General Information:

- The candidates must be citizens of India.
- Degrees as referred to above are those which have been awarded by a recognised University/Institution.

- The candidates should bring all original documents while appearing for the walk-in interview.
- The Institute reserves the right to reject any or all the applicants without assigning any reason thereof and also to re-advertise the same if no suitable candidates are found. The decision of the Institute will be final and binding in this regard.
- **Govt. / PSU employees will be required to submit No Objection Certificate (NOC) issued by the present employer at the time of certificate verification, or else an UNDERTAKING by the candidates must be submitted.**
- **Mere meeting requisite qualification and experience do not guarantee appointment.**
- **Selection will be based on the performance of the practical test and interview of the candidate.**
- No TA/DA and accommodation are permissible for attending the interview.
- Any dispute with regard to the selection/recruitment process will be subject to the Courts/tribunals having jurisdiction over Guwahati.
- **Candidates will not have any claim for a regular appointment in the Institute on the strength of this temporary appointment.**

संकायाध्यक्ष, प्रशासन/ **Dean of Administration**

विज्ञापन संख्या./ **Advt. No. IITG/R/09/2025 dated 16.07.2025**