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 a **Personal interview** for the following contractual posts in the projects entitled **"Accounts Assistant for the Office of Industrial Interactions and Special Initiatives"** under the Dean (II&SI), IIT Guwahati.

Venue: 3rd Floor, Research Building, IIT Guwahati

Sl No	Project Staff Designation	Number of Vacancies	Pay Range (₹)	HRA	Duration of Appointment	Qualifications
1.	Accounts Assistant	1	15000-1000-25000	18% of Basic pay	11Months	**Essential Qualification:** Graduation in commerce or similar discipline from recognized Institute/University. Preference will be given to the candidate with good Academic record and relevant experience. **Desirable Qualification:** 2 Years of experience in Accounts. Knowledge of central government rules, experience in finance & accounts and computer based data entry operations through Tally software along with management of PFMS is desirable.

- **Basic pay will be decided based on experience and performance in the interview.**

How to apply and selection process:

Candidates must apply through a the google form link given below:

Link for the Post of **Accounts Assistant:** https://forms.gle/GZYMZ3GoA2r5a1Pe6

Shortlisted candidates informed via email have to appear in the Personal Interview.

Last date for applying: **10.05.2023**

Shortlisted candidate will be intimated via e-mail for an interview.

For any clarification, contact by e-mail: **iitgiisirecruitment@gmail.com**

Venue: **Research Building 3rd Floor, IIT Guwahati**

Selection will be 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 and interview

AR (II&SI)

Project No: IDF/II&SI/ACCT/01
Advt. No: IITG/II&SI/Project Staff Rectt-2023/10