



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

Applications are invited for a walk-in interview on **07.09.2022 (Wednesday) at 10:30 am (tentative)** for the temporary contractual position of Office Assistant (Project mode) in the Research & Development Section of IIT Guwahati.

Name of post: Office Assistant (Project Mode).

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

Pay: Rs.19500/- + 18% HRA.

Eligibility criteria:

1. Office Assistant (HR) (Project Mode)

No. of post: 1 (One).

Qualification: Post-Graduation in any discipline / MBA (HR) or similar discipline from recognized Institute/University. Preference will be given to candidates with relevant experience.

Desirable: Experience in HR management in an organization / Institute is desirable.

2. Office Assistant (Accounts) (Project Mode)

Qualification: Post-Graduation in Commerce / MBA (Finance) or similar discipline from recognized Institute/University. Preference will be given to candidates with relevant experience.

Desirable: Experience in finance & accounts, computer based data entry operations through Tally software along with management of PFMS is desirable.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 30.08.2022 (5 pm). Shortlisting will be based on qualification and desirable experience as mentioned above. Only shortlisted candidates will be invited for the interview. The tentative date of interview is 07.09.2022. 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 (HR): <https://forms.gle/WnirhQT22yPiTRLu9>

Link for Office Assistant (Accounts): <https://forms.gle/rTYSFyrYTdh9gPfi7>

Mere possession of the qualification mentioned above does not entitle a candidate to be called for the interview. Decision of the management committee will be final.

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