

IIT Guwahati Technology Innovation and Development Foundation
(A COMPANY INCORPORATED UNDER SECTION 8 OF THE COMPANIES ACT 2013) Research
Building, IIT GUWAHATI, GUWAHATI- 781039 (ASSAM)
Guwahati-781039, Assam

Applications are invited for an **OFFLINE** for the following Project position in the project entitled "**Technology for Underwater Exploration**" for the below mentioned posts.

Job Location: IIT Guwahati

Sl. No.	Project Staff Designation	Number of Vacancies	Pay Range	HRA	Medical Facility	Duration of Appointment in months	Qualifications
1	Administrative Assistant cum Accountant	1	25,000	N/A		11	B. Com + Minimum 3 Years of Experience or M. Com + Minimum 1 Year of Experience

- The last date for applying is: 27th July 2024
- Candidates with experience in Tally, ITR, GST, PFMS and other relevant financial tools will be preferred.
- Shortlisted candidates will be informed via email regarding the date and time of the Interview.
- Shortlisted candidates have to appear in the Personal Interview in **OFFLINE** Mode.
- Selection will be purely based on the performance of the candidate in the interview.
- **No TA/DA will be paid to the candidates for appearing in the test/interview.**

Interested candidates may mail their CV with mark sheets, certificates of educational qualifications and experiences (if any) along with copies of relevant documents and Links to view previously made Projects (if applicable) to: **tih@iitg.ac.in** keeping **dwivedy@iitg.ac.in** in CC on or before 27th July 2024

The shortlisted candidates with adequate academic qualifications and experience will be intimated by email.

For any clarification, contact: **TIH IIT Guwahati Email: tih@iitg.ac.in**

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

Ref No: IITG/TIH-TIDF/24-25/01


Project Director