Applications are invited for an online interview on **21.09.2021 (Tuesday) at 10:00 am** 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/- + 16% HRA.

Eligibility criteria:

Qualification: Post-Graduation in any discipline from recognized Institute/University. The candidate should have consistent good academic record right from HSLC onwards.

Experience: 2 years' experience in Office management. Experience of noting and drafting in Central / State Govt. / PSUs / University Research Institutions or Autonomous Bodies is desirable. Conversant with Central Government rules including GFR, experience in purchase procedures and computer based data entry operations, Tally is preferable.

How to apply and selection process: Candidates must apply through a Google form in the given link on or before 13.09.2021 (10 am). Shortlisting will be based on qualification and requisite experience as mentioned above. Only shortlisted candidates will be called for an online interview and prior to interview, they are to submit their documents through e-mail. The candidates based on their performance in the online interview may be selected or called to appear for personal interview. The date and time for the online interview of shortlisted candidate will be informed via email. The tentative date of online interview is 21.09.2021. The application form is available in the following link:

https://docs.google.com/forms/d/e/1FAIpQLSdFspbJ1mBzUeEH0xpD3VTF5bmVTbPtWEa7gvLPLzWnHA0vGQ/viewform?usp=sf_link

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