



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
गुवाहाटी - 781039
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Guwahati - 781 039

Indian Institute of Technology Guwahati (IIT Guwahati) invites online applications from eligible Indian Nationals for appointment to the following posts. Candidates are requested to apply online only. No other means/mode of application will be accepted.

JUNIOR ACCOUNTANT

No. of Posts: 02 Posts (1 UR and 1 OBC-NCL). The number of vacancies may vary.

Level: 4 (as per 7th CPC); PB1: ₹ 5200-20200, Grade Pay = ₹2400/- (As per 6th CPC)

Minimum Qualification and Experience: Bachelor's Degree in Commerce with 2 years relevant experience and having knowledge of accounting software.

Desirable: 60% or above in Bachelor's Degree.

Age: Up to 27 years as on last date for receipt of application form. (No upper age limit for regular employees of IIT Guwahati).

(Age relaxation for SC/ST/OBC/PwD/Ex-Serviceman will be as per GOI rules).

कुलसचिव/ Registrar

विज्ञापन संख्या./ Advt. No. IITG/R/08/2023 dated 10.10.2023

**GENERAL TERMS & CONDITIONS
FOR APPOINTMENT BY SELECTION (NON-FACULTY)**

1.	Applicants will have to make the payment of application fees through the online mode as under: ₹300/- (for General/ OBC candidates) and ₹150/- (for SC/ST/PwD candidates). Women applicants are exempted from payment of application fee.
2.	Reservation Junior Accountant: 02 Posts (1 UR and 1 OBC-NCL)
3.	Relaxation of age for SC/ST/OBC/PwD/Ex-Serviceman will be as per GOI rules.
4.	Reserved category applicants shall be required to upload the latest Caste certificate issued by the Competent Authority as per Govt. of India directives issued from time to time. Applicants belonging to OBC(NCL)/ EWS category will have to upload latest OBC(NCL)/ EWS certificate from Competent Authority in the prescribed format as per Govt. of India norms, which should not be more than one year old (from closing date of application). Otherwise, such applicants will be considered as unreserved category applicants. Similarly, PwD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.

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5.	The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the applicant to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed Recruitment Rule of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
6.	Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for the next phase of selection process. The Institute has a right to decide the mode of screening and testing the applicants for shortlisting and selection. The applicants should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.
7.	The date for determination of age and experience will be the last date of submission of online application.
8.	Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any information entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all information ready before you start filling up the Online Application.
9.	Persons already in regular service in Govt./ PSU must upload the NOC along with the application form. If any candidate is unable to upload NOC, they must give an UNDERTAKING in the format attached herewith, otherwise their candidature will be rejected.
10.	Incomplete applications / partially filled application forms/ applications without supporting documents will summarily be rejected.
11.	Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website (www.iitg.ac.in).
12.	Selection will be made on the basis of the performance in the Written / Skill Test to be held by the Institute. The details of the pattern & syllabus of the tests will be uploaded in the Institute website, when the date of the tests will be declared.
13.	Institute reserves the right to hold any other test to select candidates for the above-mentioned posts.
14.	Degrees as referred above are those which have been awarded by UGC / AICTE recognized University /Institution.
15.	The Institute reserves the right of rejecting any or all the applications without assigning any reason thereof and also to re-advertise the posts if no suitable candidates are found. Moreover, the Institute also reserves the right to set suitable criteria for shortlisting the candidates. Decision of the Institute will be final and binding in this regard.
16.	The Institute shall verify the antecedents or documents submitted by an applicant at any time during the process of recruitment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has undesirable or clandestine antecedents/background and has suppressed the said information, then his /her services shall be terminated forthwith.

17.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicant.
18.	The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
19.	Applicants are advised to check their eligibility for the post as per the advertisement before applying for the same.
20.	Shortlisted candidates will have to bring all original documents during the time of selection process for verification of the same.
21.	Applicants should fill in the online application form provided in the link below: https://online.iitg.ac.in/recruitment . No physical copy of application / document is required to be sent. The link will be activated from 12.00 noon (IST) on 04.11.2023. Last date of receipt of online application: 14.11.2023 till 9 A.M. (IST).
22.	Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website (www.iitg.ac.in).
23.	The decision of the Institute in all matters will be final and binding. No interim correspondence will be entertained. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Guwahati.
24.	Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".
25.	For any queries relating to technical issues, an email may be sent to rec_admin@iitg.ac.in and a copy to aradmin@iitg.ac.in .
26.	All the correspondences (call letter for interview etc.) will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails besides the Institute website (www.iitg.ac.in) for any updates from the Institute.
27.	No travelling allowance (TA) shall be paid to the candidates called for written test/ skill test/ interview as applicable.
Advt. No. IITG/R/08/2023 dated 10.10.2023	

UNDERTAKING FROM THE APPLICANT

I, Dr./Mr./Ms. _____ Son/daughter of Dr./Mr./Ms. _____ resident of _____ PIN _____ and presently working as _____ (designation) at (location) _____ in (name of establishment/office) _____ has applied for the post of (name of post) _____ in IIT Guwahati on _____ (date).

I hereby undertake to comply with the following terms and conditions:

1. I will submit the NOC from my employer at least one week before the stipulated date of written test to rec_admin@iitg.ac.in with a copy to aradmin@iitg.ac.in.
2. If I am unable to submit the same as per Sl. No. 1 above, then my candidature will be rejected.

(Signature with date)

Name:

Place: