



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 an **Online Interview** for the following post(s) in the project entitled "**Space Technology Cell**" at the Department of Civil Engineering, IIT Guwahati.

Date: 29th May, 2024

Time: 03:00 PM onwards

Mode: MS Teams

SI No	Project Staff Designation	Number of Vacancies	Pay Scale (₹)	HRA	Medical Facility	Duration of Appointment	Qualifications
1.	Administrative Assistant cum Accountant	1	25000	18% of Basic	Yes	6 months	Essential Qualification: Master's degree in commerce from a recognised institute/university. Desirable: 1Year Experience in managing office correspondence, project works, inventory management, noting and drafting, accounting with tally ERP.9, GST, MS-Office applications, Concept of internet and E-Mail in Central/State Govt./PSUs/University and other recognised institutes of repute..

How to apply and selection process: Eligible Candidates have to email their detailed resume including all educational qualifications, experience, contact address phone no., E-mail etc. along with the scanned copies of all relevant documents (Matriculation onwards) on or before 27th May to the Principal Investigator Prof. Subashisa Dutta, Dept. of Civil, at subashisa@iitg.ac.in

biodata format given in below link

doc file https://1drv.ms/w/s!AsQUAD9pcL4agbM-P7X_4KVLMSMRpg?e=2lr0G3

pdf file <https://1drv.ms/b/s!AsQUAD9pcL4agbNAZCi6puVvxFBCCw?e=HgHI6j>

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.

Shortlisted candidates will be **informed via E-mail**.

For any clarification, contact: Principal Investigator Prof. Subashisa Dutta

Email: subashisa@iitg.ac.in

Phone:+91-361-2582415

No TA/DA will be paid to the candidates for appearing in the test and interview

Project No: IITGISPISRO00415xxSD102

Advt. No: IITG/II&SI/Project Staff Rectt-2024/30

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