



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

Applications are invited for a **Walk-in-interview** for the following post in the **Project Management Unit (PMU)** at Jyoti and Bhupat Mehta School of Health Sciences and Technology (JBMSHST), IIT Guwahati

Date: 22nd June 2023 (Thursday)

Time: 10:00 A.M

Venue: Conference Room, Centre for Nanotechnology, IIT Guwahati

Sl. No.	Project Staff Designation	Number of Vacancies	Pay Recommended (Rs.)	HRA Required (Rs.)	Medical Required (Rs.)	Total Amount (Rs.)	Duration of Appointment in months	Qualifications
1	Project Engineer	01	50000 (consolidated)	No	No	50000 (consolidated)	11	<p>PhD degree in engineering or M.Tech +3 years' experience or B.Tech +6 years' experience. In case of PhDs' Bachelors' and Masters' degree should be in Engineering. In case of master's Bachelor degree should be in Engineering.</p> <p>Desirable Experiences:</p> <ul style="list-style-type: none">• Operations and Maintenance of Laboratories and high end equipment.• Publications in reputed journals• Coordinating meetings/ symposiums/ conferences alongside minuting and recording• Maintenance and updating of data such as publication, conferences, patents,

								<p>courses, curriculum, time table, student numbers etc</p> <ul style="list-style-type: none"> • Preparation of the presentation, reports, and other related needs. • Procurement related to laboratory and offices
2	Assistant Project Engineer	01	40000 (consolidated)	No	No	40000 (consolidated)	11	<p>Bachelor's degree in Computer Science and Engineering.</p> <p>Desirable Experiences:</p> <ul style="list-style-type: none"> • 2-3 years of experience in web development • Operations and Maintenance of the Laboratories. • Coordinating meetings/ symposiums/ conferences alongside minuting and recording. • Maintain the web for updating of data such as publication, conferences, patents, courses, curriculum, time table, student numbers etc) • Preparation of the presentation, reports, and other related needs

3	Administrative Assistant	01	25000 (consolidated)	No	No	25000 (consolidated)	11	<p>Master`s degree Or Bachelor`s degree in Commerce with 4 years` of experience in the relevant areas</p> <p>Desirable Qualification</p> <ul style="list-style-type: none"> • Working exposure in an academic environment • Understanding of administration in schools/colleges • Exceptional speaking and interpersonal skill to deal with foreign collaborators. • Expertise in handling events. • Management and maintenance of accounts and Ledger books. • Tackling of purchase related activities along with inventory management • Coordinating meetings/ symposium/ conferences alongside minuting and recording
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How to apply and selection process: Candidates have to appear in the offline interview at 10:00 AM on 22nd June 2023 (Thursday). They have to send advance copy of their CV mentioning all educational qualifications, experience etc. to shst_off@iitg.ac.in within 18.06.2023 (9 PM).

Selection will be based on the performance of the candidate in the interview.

Candidates will not be sent any call letter separately.

For any clarification, contact: Office, JBMSHST

Email: shst_off@iitg.ac.in, **Phone:** 3075

PMU_ JBMSHST

Assistant Registrar (R&D)