**NORTH EASTERN HILL UNIVERSITY SHILLONG-793022**

**DEPARTMENT OF BIOMEDICAL ENGINEERING**

F. No.NEHU/BME/2019/282 Date:08/08/2019

**Advertisement for the post of Office Assistant in Design Innovation Center (DIC) add-on courses, Department of Biomedical Engineering, North-Eastern Hill University, Shillong 793022**

Walk-in Interview is scheduled on 19th August, 2019 for the post of **Office Assistant-1No** purely on temporary basis to be appointed under scheme of Design Innovation Center(DIC) add-on course sanctioned to Department of Biomedical Engineering, North-Eastern Hill University, Shillong 793022**.** The applicants should reach along with all necessary enclosures and testimonials at Office, Department of Biomedical Engineering, North-Eastern Hill University **from 10.30 A.M.** to **11.30 A.M.** for registration. Interview/written test will be held at **12.00 noon 19th August 2019.**

**Qualification:**

**For Office Assistant** :

**Education:-** M.Com, BBA/BBM, MA, BSc, BCA, MBA/PGDM, BE/B.Tech., BHM, BSW, B.Com, Other Graduate. Candidate having prior experience will be given preference.

**Responsibilities:**- Maintain student database on regular basis, Review and verify the entries, Maintain the records Confidential, organizing workshops/seminar, Students attendance, time table formation etc.

**Required Skills and Qualifications: -**

Knowledge of MS Office, Good typing speed, Communication skills-oral and written, Knowledge of Internet Browsing.

**Emoluments:**

The emoluments shall be Rs. 12,000/- fixed. The appointment is purely temporary basis for one year likely to be extended subjected to sanction of funds.

Sd/-

DIC Course Coordinator

Department of Biomedical Engineering

North-Eastern Hill University, Shillong 793022

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