



# INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under DST, Govt. of India)

Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035

## Recruitment Notice

Advt.no-473

Date: 6/03/2024

### Walk in Interview: Bionest Center at IASST, Guwahati

Walk in interview will be conducted for recruitment in the Bionest center at the Institute of Advanced Study in Science and Technology (IASST), Guwahati for selection of suitable candidate for the following post, on contractual basis:

**Date of Walk in interview:** March 20, 2024 from 10 AM

**Venue of Interview:** IASST, Vigyan Path, Paschim Boragaon, Guwahati 781035

Sl No.	Post	Qualification		Remuneration per month
		Essential	Desirable	
1	Office Assistant	A Graduate with min. 1 years of work experience and proficiency in the usage of computers.	The work experience to include multiple areas of office-works like inventory management, record keeping, drafting internal and external communications, basic accounting, etc. Proficiency in accounting software (Tally) and MS Excel.	Rs 20,000/- Fixed, No other allowances will be admissible.

### JOB DESCRIPTION FOR OFFICE ASSISTANT

**Role:** Office Assistant shall be in a supportive role to the Incubator manager.

#### **Functions:**

Working as per the directives of the incubator manager, the Office Assistant shall perform works such as - routine upkeep of the incubation center for record keeping, clerical activities, information gathering, helping in events, helping in regular communications of the incubation center, supporting virtual incubates, running virtual office etc.

**Age Limit:** Below 30 years, Age limits are further relaxable for reserved categories as per GoI norms.

#### **Duration:**

Above post is purely contractual. The initial contract period shall be of 6 months and will be extended depending on the extension of the Bionest Project.

#### **Other terms and conditions:**

1. No TA/DA will be provided for appearing in the interview.
2. The age limit, qualifications, experience and other requirements may be relaxed at the discretion of the Selection Committee, in case of deserving candidates.
3. The applicant should report by 9.30am. The candidate should bring all necessary documents in support of their age, qualifications, experiences, etc. in origin along with the fill up application form at the time of interview.
4. The candidate will be primarily posted at the campus of IASST, but may require extensive travelling as per necessity.

Registrar, IASST

## FORMAT OF APPLICATION

Affix a passport size  
photograph

1. St applied for: (mention the project title and SI No.)
2. Name of the applicant (in block letters):
3. Father's/Husband's Name:
4. Date of Birth(DD/MM/YYYY):
5. Age as on the last date of application:
6. Postal Address:
7. Permanent Address:
8. Nationality:
9. Email: Tel/Mobile:
10. Whether belong to SC/ST/PH/OBC: (If yes, attach certificate):
11. Educational Qualification:

Name of Exam	Year of Passing	Board/University	Division	Total marks obtained and Percentage	Main - Subjects
10					
10+2					
Graduation					
Post-Graduation					
Others					

12. Any other relevant information that you may like to furnish:

### DECLARATION

I declare that the information furnished above are true and correct to the best of my knowledge and belief.

Date:

Signature of the applicant

Place:

(Name in full)