



OFFICE OF THE DoRD

No. IITGOA/ DoRD/8/REC/2022

Date: 23.08.2022

RECRUITMENT OF SCIENTIFIC ADMINISTRATIVE ASSISTANT

Applications are invited for the position of Scientific Administrative Assistant under the Project titled “ Nodal HPC Center at IIT Goa under National Supercomputing Mission (NSM) ” in the School of Mathematics & Computer Science, IIT Goa. The project is sponsored by National Supercomputing Mission (NSM), Government of India.	
Nature of work	<ol style="list-style-type: none"> To carry out tasks related to the planning, scheduling and execution of HPC and AI related training events, courses etc. To help in maintaining necessary records, creation of certificates, creation of online registration portals. To liaise with R&D office for fee collection, reconciliation, liaise with CDAC, other IITs, companies etc. To prepare reports, presentations etc.
No. of Position	One
Duration of appointment	Initially for a period of 1 year. Appointment may be extended for further based on the performance.
Eligibility	<p>Essential qualification:</p> <ul style="list-style-type: none"> Graduate degree in any discipline. <p>Desirable:</p> <ul style="list-style-type: none"> Candidates should have good spoken and written skills in English language. They should be proficient in MS Excel, MS Word, MS PowerPoint, Good Windows OS based computer usage skills etc.
Salary	Rs.18,000/- P.M.
DA	Not be entitled to DA.
HRA	As per norms.
Medical Benefits	As per the Institute norms.
Leave entitlements	As per norms
How to apply	Interested candidates can fill the below form. https://forms.gle/8dYkBgTqzpdWjQrW8
Last Date of application	07.09.2022, 5:00 PM (For any update regarding the last date of submission of application candidates have to visit https://iitgoa.ac.in/project-position/)

Additional Instructions:

- If the number of applications received in response to advertisement is large. The constituted selection committee may restrict the number of candidates to be called for interview to a reasonable limit of desirable qualification and /or on the record of academic performance and/or any other benchmark decided by a committee constituted to screen the applications. No communication will be entertained with candidates who are not called for Interview.
- If the applicants have any questions, they can write to res-staff-rect@iitgoa.ac.in and in the subject they have to mention the Institute project number “**IITGoa/Workshop/2020/06**”.
- Informal inquiries via email may be made with PI- Dr. Sharad Sinha, Associate Professor:
sharad@iitgoa.ac.in

4. The appointment is purely temporary and will terminate automatically without any notice or on termination of the research project.
5. The appointed person shall have no claim of appointment / absorption in funding Agency or in IIT Goa.
6. The qualification prescribed should have been obtained from recognized Universities / Institutions.
7. No TA/DA will be admissible for appearing for the interview.
8. Selected candidates will have to join in a reasonable time upon receipt of the offer.

Sd/-
Sr. Superintendent (R&D)