

OFFICE OF THE DoRD

No. IITGoa/DoRD/01/NT-REC/2023

Date: 21.04.2023

RECRUITMENT FOR OFFICE ASSISTANT

IIT Goa is an Institute of National Importance created by an Act of Parliament in the year 2016. IIT Goa has been steadily establishing its operations in its transit campus to provide education and research in various branches of Science & Technology. Simultaneously, master plan development and construction of permanent campus infrastructure are also in progress. The Institute is in search of bright, dynamic, experienced and qualified suitable Indian Nationals to cater to the Institute's requirement. IIT Goa invites online applications for the following Non-Teaching Staff position purely on contract basis in the office of the Dean (R&D).

No. of Position	01
Duration of appointment	Initially for a period of six months. Appointment may be extended for further based on the performance.
Eligibility	<p>Essential qualification:</p> <ul style="list-style-type: none"> ➤ Bachelors' degree in Arts, Science, Commerce and management with 2 years of experience. ➤ Knowledge of Computer Application. <p>Desirable Skills:</p> <ul style="list-style-type: none"> ➤ Experience in handling Administration and Store & Purchase.
Consolidated Salary	Rs. 18,000 per month + Out of Campus Allowance (Rs.3000) per months.
DA	Not entitled to DA.
HRA	Not entitled to HRA.
Age limit for post	35 Years.
Medical Benefits	As per the Institute norms.
Leave entitlements	As per the Institute norms.
Last date of application Submission	01.05.2023 , 5:00 PM (For any update regarding the last date of submission of application candidates must visit: https://iitgoa.ac.in/non-teaching-position-on-contract/)

General Instructions:

1. 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 selection 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 selection process.
2. If the applicants have any questions, they can write to res-staff-rect@iitgoa.ac.in
3. The appointment is purely temporary and will terminate automatically without any notice.
4. The appointed person shall have no claim of absorption in IIT Goa.
5. The qualification prescribed should have been obtained from recognized Universities / Institutions.
6. No TA/DA will be admissible for appearing in the selection process.
7. Selected candidates will have to join in a reasonable time upon receipt of the offer.

Sd/-
Dean (R&D)