



No. IIT Goa/RECT/NT-CON/2023 - 08

Date: 15-12-2023

NOTICE FOR ENGAGEMENT OF OFFICE ASSISTANT (ON CONTRACT)

IIT Goa is an Institute of National Importance established 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. The Institute is looking for a suitable person as **Office Assistant (On Contract)**.

Name of the Position	OFFICE ASSISTANT (ON CONTRACT)
No. of Position	01 (ONE)
Eligibility	Essential qualification: <ul style="list-style-type: none">❖ Bachelors in Any Discipline with good academic record. Desirable <ul style="list-style-type: none">❖ Two (2) years of relevant work experience.❖ Post Graduate in Management.❖ Knowledge of Computer Applications
Duration of appointment	Initially for a period of Six (6) months. The appointment may be extended further based on the performance and requirement.
Consolidated Salary	Rs. 18,000 - Rs. 25,200 + OCA (3000/-)
DA	Not entitled to DA.
Medical Benefits	As per the Institute norms.
Leave Entitlements	As per the Institute norms.
Work Responsibilities	<ul style="list-style-type: none">● Maintenance of records, file management, Routine office work, etc.● Any other work as assigned by the Authorities of the Institute.
Date of Walk in Interview	27.12.2023 (Wednesday), 11:00 AM.

General Instructions:

1. Aspiring Candidates satisfying the eligibility criteria may attend the walk in interview on the given date. Candidates must bring all the self-attested copies of educational qualification certificates & experience certificates with updated CV. The experience will not be considered without an experience certificate. **(reporting time 10:30 AM at Admin Block, IIT Goa, At GEC Campus, Farmagudi, Ponda-403401, Goa)**
2. No TA/DA shall be paid for attending the Interview.
3. The engagement is purely temporary in nature and the Institute reserves the right to disengage the manpower at any time without assigning any reasons thereof.
4. The Selected Candidate is expected to join immediately.
5. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and the conduct of interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
6. Candidates are advised to satisfy themselves before appearing the interview that they possess the minimum essential Qualifications and Experience laid down in the Advertisement.
7. Candidates are advised to visit IIT Goa website for any updates and corrigendum

Sd/-
REGISTRAR