Indian Institute of Technology Guwahati Technology Innovation and Development Foundation
Assam, India, Pin – 781 039

Applications are invited for **Online Interview** for the project position of: **Administrative Assistant** in a BIRAC sponsored project entitled **"Healthcare Bio-Entrepreneurship Ecosystem Encompassing Biomaterials, Industrial Biotechnology and Diagnostics"** at IIT Guwahati TIDF. The appointment will be for 11 months, may be extended based on fund availability and candidates performance.

Last date for applying: 19th August 2022 (Friday)
Date and Time of Interview: Shortlisted candidates will be intimated via Email
Mode: Online

Sl. No.	Project Staff Designation	Number of Vacancies	Pay Range (Rs.)	Duration of Appointment	Qualifications
01.	Administrative Assistant	01	25,000.00 (Consolidated)	11 months	B.Com with 3 years of experience in relevant field OR M.Com preferably with 2 years of working experience in office administration of government institution, academia or industry. Applicant should have excellent knowledge in administration & management, Finance & Accounts and Procurement. Applicant must have knowledge of Tally.

Desirable:
- Good academic record.
- Knowledge of filing ITR and GST return.
- Experience in handling procurement and custom clearances of scientific equipment.
- Knowledge of GFR rules

Responsibilities:
The AA will work for keeping all the checks and balances of the finances to be managed for the proposed BioNEST. He/She will work closely with CEO, Portfolio Manager and Chief Scientific Officer in arranging and managing the conferences, workshops, training programs, investor meets, and hackathons.

How to apply and selection process:
Interested candidates may mail their CV with mark sheets, certificates of educational qualifications and experiences (if any) along with copies of relevant documents to *bionest@iitgtidf.com* on or before **19th August 2022**. The shortlisted candidates with academic qualification and experience will be intimated by email.

For any clarification, contact by e-mail: **bionest@iitgtidf.com**
Selection will be based on the performance of the candidate in the interview.

The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies/ Private Organization etc. will have to submit a No-objection Certificate (NOC) from the concerned employer in advance or at the time of interview failing which the candidate will not be allowed to appear for an interview.

Advt. No: BioNEST/IITGTIDF/Recruitment/02, dated 005.08.2022