



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

बंगरा, गुवाहाटी - 781015, भारत
Bongora, Guwahati - 781015, India

No.: IITG/ADMIN/87/2024/01

Date: 13.01.2024

Recruitment for Non-Teaching Position

Online applications in prescribed forms are invited for the post of Junior Assistant at this Institute:

No. of posts- 8 nos. (General: 3, SC: 1, OBC: 1, EWS: 3)

Pay Level (7th CPC): 3 (21700 – 69100)

Maximum Age: 30 years as on the date of advertisement. Age relaxation for reserved category candidates will be admissible as per rules.

Minimum Qualification: Bachelor's Degree with knowledge of computer office applications.

Appointment will initially be made on contract for a period of three years to serve on probation; to be placed in regular service thereafter, after successful completion of the probationary period.

***Applications have to be submitted only through the Google Form Link given below-**

<https://forms.gle/nHBDSJxRHkteXbg2A>

***Last date for submission of completed application forms is 5:00 PM of 31.01.2024.**

General Information:

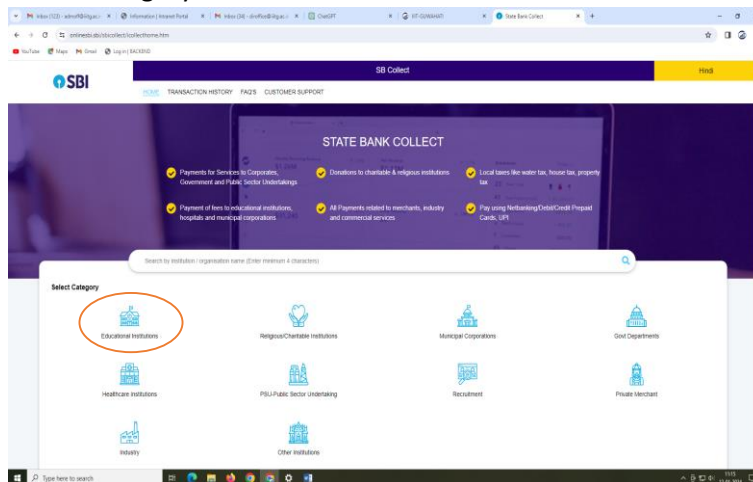
1. The candidate must be a citizen of India.
2. The candidates are expected to have knowledge in computer for official work.
3. Persons employed in Govt. / Semi Govt. Organizations / Autonomous Bodies should submit a No Objection certificate along with the online application.
4. Degree as referred above are those which have been awarded by a recognized University / Institution.
5. The Institute reserves the right to short-list the candidates for Written test based on marks received in the qualifying examinations and the number of applications received.
6. Selection in different categories will be made on the basis of the performance of the candidate in **Written Test**, subject to verification of all relevant certificates and documents.
7. The list of shortlisted candidates for the written test, date, time and venue will be displayed on the website of the Institute.

8. The candidates will be required to download their admit card by themselves as per instructions to be provided on the website and present themselves for the Written Test at the scheduled date, time and center.
9. The candidates are also requested to provide a valid contact number and email ID for any official communication and information.
10. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for the **Written Test**.
11. Canvassing in any form / bringing in any influence political or otherwise will be treated as a disqualification for the posts.
12. All communication and information in respect of the process of recruitment shall be available on the Institute website only.
13. Candidates will be required to pay online an amount of ₹500/- as application fess, without which their candidature will be rejected. However, candidates applying under SC & EWS category are exempted from paying the fees.

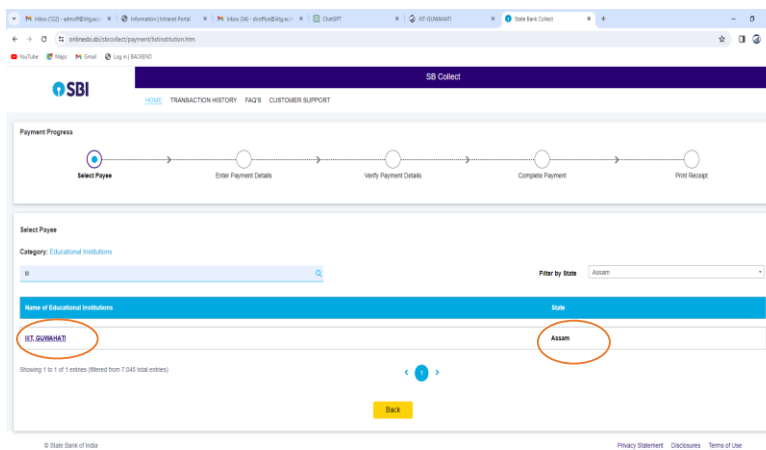
**Sd/-
Registrar
IIT
Guwahati**

Steps for payment of Application Fees

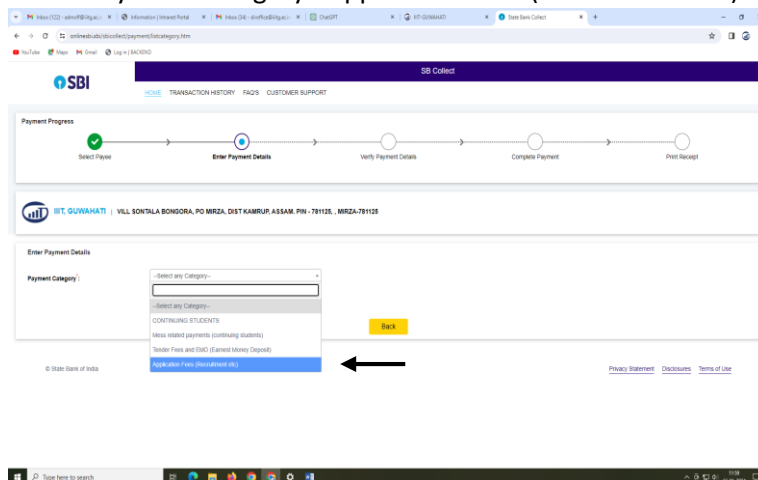
1. Click the link <https://www.onlinesbi.sbi/sbcollect/icollecthome.htm>
2. Select Category – Educational Institutions



3. Select State – Assam and search for IIT Guwahati



4. Select Payment Category – Application Fees (Recruitment etc)



5. Fill the details

The screenshot shows the 'Enter Payment Details' form on the IIT Guwahati website. The form includes the following fields and sections:

- Payment Category:** A dropdown menu with 'Application Fees (Recruitment etc)' selected.
- Name:** A text input field.
- Contact no:** A text input field.
- Fathers Name:** A text input field.
- Application Fees:** A text input field.
- Remarks:** A text area with a small text box below it containing instructions: '1. Please make the payment using any of the payment modes available. 2. After successful completion of payment, please email/upload the e-acknowledgment receipt to the email id or google form provided. 3. Application fees for ST, SC, EWS category applicants is Nil.'
- Enter Your Details:** A section with radio buttons for 'Individual' (selected) and 'Organisation / Corporate'.
- Name:** A text input field.
- Date of Birth:** A date picker field.
- Mobile No:** A text input field.
- Email ID:** A text input field.

6. Verify Payment details and press next

The screenshot shows the 'Verify Payment Details' screen. At the top, a 'Payment Progress' bar indicates the current step: 'Verify Payment Details' is active, while 'Select Payee', 'Enter Payment Details', 'Complete Payment', and 'Print Receipt' are completed. Below the progress bar, the 'Verify Payment Details' form displays the following information:

- Payment Category:** Application Fees (Recruitment etc)
- Total Amount:** INR 500.00
- Name:** [Redacted]
- Contact no:** [Redacted]
- Fathers Name:** [Redacted]
- Application Fees:** 500
- Remarks:** [Redacted]

At the bottom of the form, there are 'Back' and 'Next' buttons.

7. Select Payment mode and Complete your Payment

The screenshot shows the 'SBI Collect' payment portal. At the top, a 'Payment Progress' bar indicates the current step: 'Complete Payment' is active, while 'Select Payee', 'Enter Payment Details', and 'Verify Payment Details' are completed. Below the progress bar, there are three main sections for selecting a payment mode:

- Net Banking:** Two options are shown: 'SBI Bank eRakha' (Bank Charges: 0.8) and 'Other Banks Internet Banking' (Bank Charges: 0.1).
- Card Payments:** A message states 'This payment mode is not available between 23:30 hours IST and 00:30 hours IST'. Three options are shown: 'SBI Debit Card' (Bank Charges: 0.0), 'Credit Cards' (Bank Charges: 0.08), and 'Prepaid Cards (Not Regular Prepaid Cards)' (Bank Charges: 0.08).
- Other Payment Modes:** A section for additional payment options.

8. Download your payment receipt and upload it in the Google Form.