



National Institute of Electronics and Information Technology (NIELIT), Guwahati

An Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY)
Government of India

1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008,
Web site: <http://nielit.gov.in/guwahati>

ENGAGEMENT OF MANPOWER PURELY ON TEMPORARY AND CONTRACT BASIS WITH CONSOLIDATED REMUNERATION

National Institute of Electronics and Information Technology (NIELIT) Guwahati (Formerly DOEACC Society, Guwahati Centre) is an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India.

NIELIT Guwahati is carrying out human resource development and related activities in the area of Information Electronics and Communication Technology (IECT) through education and training.

NIELIT Guwahati is looking for eligible and qualified manpower for the position(s) at Guwahati Centre, 1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781008 as per details below.

Name of position	
PA to Executive Director	
Number of position	1 (One).
Monthly Remuneration	Rs 25,000/- to Rs. 30,000/- (consolidated).
Qualifications & Experience	a) Graduate with excellent working knowledge of Computer and good command over English. b) Minimum 5 years of relevant experience in Admin/Accounts/Technical/Project/Educational wing. c) Candidates with knowledge of shorthand will be preferred.
Age Limit	a) Up to 35 (thirty five) years. b) Govt. servants retiring/retired up to 62 years age may also apply.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	Manpower to be engaged for a specific period of 6 (six) months. However, period of engagement may increase / decrease depending upon requirement and at the sole discretion of Competent Authority.
Nature of Duties / Work	Assisting Executive Director in day to day administrative works and coordinating with Admin/Accounts/Technical/Project/Educational wings.

Name of position	Assistant (Admn)
Number of position	1 (One).
Monthly Remuneration	Rs 20,000/- to Rs. 25,000/- (consolidated).
Qualifications & Experience	a) Graduate with excellent working knowledge of Computer and good command over English. b) Minimum 5 years of working experience in administrative work in reputed private/government organization.
Age Limit	Up to 30 (thirty) years.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	Manpower to be engaged for a specific period of 6 (six) months. However, period of engagement may increase/decrease depending upon requirement and at the sole discretion of Competent Authority.
Nature of Duties / Work	To assist Admn. Section

OTHER TERMS & CONDITIONS

1. The filled-in application form with complete details along with self-attested testimonials is required to be submitted in **prescribed application form which is enclosed herewith** and to be sent to **"The Executive Director, NIELIT Guwahati, 1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008, Assam"**. The last date of submission of application is **04-03-2022 till 5:00 PM**. The application received after last date and time, incomplete in any respect or violation of conditions will be summarily rejected. The envelope containing application form should be superscripted as

"APPLICATION FOR ENGAGEMENT AS

Please fill the appropriate name of position applied for in the blank space.

2. The Competent Authority reserves the right to withdraw the employment notice or reject any or all applications without assigning any reason thereof.
3. Selection of manpower will be based on performance of candidate in written test followed by Interview / personal interview only based on the number of applications received. As the engagement of the above positions is purely temporary on contractual basis with consolidated remuneration, the candidate to be engaged shall not claim for regularization against this employment notice at any stage.
4. The institute reserves the right to call only the requisite number of candidates for written test / interview after screening of applications received which may be informed through email / SMS/Website of NIELIT Guwahati.
5. All original testimonials towards fulfillment of eligibility conditions shall be required to be produced by the candidates on the date of interview for verification.
6. No TA / DA will be paid for appearing in written test / interview.
7. For any other details please contact the **Phone Nos. 361-2131568, 2730269, 2731942** during working hours between 9:30 A.M to 5:00 P.M (Monday to Friday).

**Sd/-
Executive Director**

