

**:GAUHATI UNIVERSITY INSTITUTE OF SCIENCE AND TECHNOLOGY (GUIST):  
GUWAHATI-14**

**RECRUITMENT NOTIFICATION ON CONTRACT BASIS UNDER MHRD FUNDED TEQIP-III**

Advt. No: GUIST/TEQIP-III/ 2017/CS-01

Date: 20/09/2017

**Applications** are invited in the prescribed format from the eligible and interested candidates for **contractual appointment as Multitasking Assistant (MTA)** in GUIST.

The appointment shall be on contractual basis and purely temporary. **The selected candidates shall have no claim for regular appointment in the GUIST/ Gauhati University against any permanent post by virtue of this appointment.**

Numbers of position to be filled up: **2 (Two)**

**Required Qualification:** Graduates in disciplines of Science, Engineering or Technology with minimum 50% Marks (45% for SC/ST candidate) with uniform academic career. Candidates whose final result is awaited must not apply.

**Computer skill and proficiency in MS-Office is mandatory.**

**Desirable: Experience in web development and web content management.**

**Tenure of engagement:** Initially for a period of **1 (one) year**. Engagement may be renewed for a further period not exceeding the tenure of the project, subject to the assessment of performance by the Authority.

**Remuneration:** Consolidated salary of **Rs 15,000/-** per month shall be paid.

**Age:** Maximum age 35 years on the last date of application.

**Selection Procedure:** Applicants will be shortlisted based on their academic record and experience. Shortlist and the date of interview will be notified on the website on or before **15<sup>th</sup> October, 2017**. Mere possession of the minimum qualification does not entitle one for getting shortlisted.

**Application fee:** An amount of **Rs 300/- (Rupees three hundred) only (non refundable)** has to be paid through demand draft in favour of "Director GUIST" payable at Guwahati.

Filled in application forms should be submitted at the office of the Director, GUIST on or before **11<sup>th</sup> October 2017**.

Any application received after the last date of submission will be rejected.

**General Instructions to the Candidates:**

1. Incomplete applications or applications without application fees will be REJECTED.
2. Candidates must attach self-attested copies of certificates and mark-sheets from matriculation(10th Standard) onwards in support of their qualifications and experiences, with the application
3. Canvassing in any form may lead to disqualification.
4. No interim correspondence shall be entertained.

s/d  
Director, GUIST

## Application for the post of MTA (contractual)

*Incomplete Applications, Applications without the application fees or without the signature will be rejected.*

1. Advertisement no. & date: .....

2. Name of the post applied for: .....

3. Category applied for (please tick):(attested copy of certificate to be submitted, except for UR)

UR	SC	ST	OBC	PWD

4. Details of fees paid and enclosed: Demand Draft No. ....

Amount: Rs..... Date: ..... Bank: ..... Branch: .....

5. Name in full (in block capital letters): .....

6. Father's name: .....

7. Permanent Address: .....

.....  
.....

PIN: ..... Contact phone no. ....

8. Address for communication: .....

.....  
.....

PIN: ..... Contact phone no. ....

Email id: .....

9. Date of birth in Christian era: .....

10. Age on the last date of application: .....

11. Nationality: .....

12. Religion: .....

13. Sex: .....

14. Details of Academic Qualifications (Please enclose attested photocopies)

Exam passed	Year of passing	Division/ Class	Percentage of marks	Name of the Board/ University	Rank and Remark, if any
Matriculation/ HSLC					

PU/ HSSLC					
Graduation BSc/ BE/BTech					
Others (Please specify)					

**15. Details of past services**

Name of the post held	Name of the Organisation	Length of services	Scale of pay	Temporary/ Permanent/ Ad-hoc etc	Nature of duties	Remark, if any

**16. Present position held (if employed):** .....

**17. Name of the employer, with address:** .....

.....

PIN: ..... Contact phone no. .... Email id: .....

**18. Any Additional information, the candidate wishes to provide, if any:**

**19. Declaration:**

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Signature of the applicant:** .....

**Name in full :** .....

**Date:** .....

**Place:** .....