

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institute of National Importance under Ministry of HRD, Govt. of India)

Advt. No. 49/NITS/R&C/TEQIP III Recruitment/2017-18/08

Date: 2nd December, 2017

RECRUITMENT OF OFFICE ASSISTANT (02 POSTS)

Applications are invited from Indian citizens for filling up temporary positions of **Office Assistant (Two Posts)** under TEQIP III, NIT Sikkim. Interested candidates may send the scanned copy of the duly filled-in application form (downloadable from the Institute website www.nitsikkim.ac.in), scanned copies of all academic, experience certificates (if any) and testimonials **on or before 31st December, 2017 to the following address: faa.nitsikkim@gmail.com**. Retired persons may also apply.

Minimum Essential Qualification: Graduation in science, commerce or engineering. The candidate must be proficient in drafting documents in English, Computer Word Processing and Spread Sheet.

Desirable Qualification: Fair knowledge of GFR 2017, Book keeping, Accountancy and Office Work.

Nature of Appointment: Purely Contractual under the project TEQIP III.

Remuneration & Duration: Selected candidate will be engaged initially for a period of one year. The contract may be extended up to the completion of TEQIP-III, based on satisfactory performance. Salary may vary from ₹ 25,000 – ₹ 35,000 depending upon the qualification, experience, etc.