

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL
JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY
(FORMERLY SCIENCE COLLEGE, JORHAT)
JORHAT-10

Dated 18th Oct, 2017

Applications are invited from the eligible candidates for the following post in Jorhat Institute of Science and Technology under TEQIP on contractual basis. The application can be downloaded from the website (www.jist.ac.in).

Sl.No.	Post	Criteria	Remarks
1.	Account Officer	B.Com (minimum)	Pay: Rs. 20,000/- to 25,000/-
2	Office Assistant	Graduates (minimum)	Pay: Rs. 15,000/- to 20,000/-

Details

Sl. No. 1. The candidates should have :- a) a minimum of 1 year experience in finance and accounting matters. b) Computer knowledge c) good knowledge in English

Sl. No. 2. The candidates should have a good computer knowledge in tally, excel and ms word.

Enclosure: The application should be accompanied along with i) attested educational mark sheets and certificates ii) NOC from the present employee if employed. iii) Experienced certificate in original. iv) Application form in original.

N.B.:

- i) Written test and oral interview will conducted which will be informed through call letters.
- ii) Last date of receipt of application: **25/10/2017**
- iii) Date of written Test: **28/10/2017** Date of Interviews: **29/10/2017**

The application may be send to the following address:-

sudarshan.patowary@gmail.com

Ph.no.: 97068-30528

Sudarshan Patowary
Co-ordinator, TEQIP-III
Ph.no.: 97068-30528
JIST