

**OFFICE OF THE REGISTRAR**  
**GAUHATI UNIVERSITY**  
Gopinath Bardoloi Nagar, Guwahati-781014: Assam  
Adv. No.: IST-GU/2009-dec/1



Applications are invited from eligible candidates for following Temporary and Contractual posts for the Institute of Science and Technology, Gauhati University.

Post	Eligibility
<b>Technical Assistant</b> i. Electronics-1 ii. Biotechnology-1 Salary- Fixed contractual.	<b>For Electronics:</b> Minimum B.Sc. (Electronics as a subject)/3 year Polytechnic Diploma (Electronics) with 3 years technical experience in a related laboratory/centre or BE/BTech/M.Sc. or equivalent in Electronics/Instrumentation with 1 year technical experience in a related laboratory/centre. <b>For Biotechnology:</b> B.Sc. in Biotechnology or Biotechnology as a subject with Chemistry, with three years laboratory experience and knowledge in computer applications.
<b>Laboratory Attendant</b> i. Electronics-1 ii. Biotechnology-1 Salary- Fixed contractual.	10 <sup>th</sup> Pass with Minimum 3 years experience. For Biotechnology experience in advanced Biological Science lab/ Biotechnology Lab. For Electronics experience in related lab/centre.
<b>Store and Purchase Officer- 1</b> Salary- Fixed contractual.	Masters degree in Commerce/Management/Business Administration with Diploma in Tally/Oracle/SAP or similar technologies/tools. Experience: Atleast 5 years professional experience in Store, Purchase and Infrastructure management. Candidate should have adequate professional competencies regarding purchase rules and procedures, government procedures, taxations, and store and inventory management.
<b>Office Attendant (Technical) -1</b> Salary- Fixed contractual.	10 <sup>th</sup> Pass with minimum 1 year experience in a modern office environment, with experience and skills of handling modern office automation equipments and tools including multiprocessing copier system, Multimedia Projectors, Conference room digital addressing systems etc.

Age: Not below 18 years and not above 37 yrs on 1<sup>st</sup> December, 2009. Upper age is relaxable by 5 yrs for SC/ST candidates. Eligible candidate for above posts may submit applications in prescribed format, alongwith academic & experience certificates to Overall Incharge (B.S./B.Tech.) Programme, Institute of Science and Technology, Gauhati University, (Old BT Hostel Premises) Guwahati 781014, on or before 23<sup>rd</sup> December, 2009. **PLEASE NOTE THAT THIS DEADLINE IS FIXED, AND UNIVERSITY WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.**

List of Shortlisted Candidates alongwith date of interview will be notified in the University Website ([www.gauhati.ac.in](http://www.gauhati.ac.in)) and in the notice board of the Office of the IST GU **on 24<sup>th</sup> December-09** afternoon. Shortlisted candidates have to appear personal interview on specified date at Gauhati University. **No separate call letter will be issued for interview.**

Mere fulfillment of qualification and experience requirements will not entitle a candidate to be called for interview.

Registrar  
Gauhati University



**Institute of Science and Technology**  
**Gauhati University**  
Guwahati 781014: Assam

**Application format**  
**Advertisement No: IST-GU/2009-dec/1**

1.	Post Applied for	:	
2.	Name of the Applicant	:	
3.	Father's Name	:	
4.	Mother's Name	:	
5.	Permanent Home Address	:	
6.	Postal Address	:	
7.	Phone and Email	:	
8.	Date of Birth	:	
9.	Age on 1 <sup>st</sup> December, 2009	:	
10.	Nationality	:	
11.	Community	:	

12.	Educational Qualifications:					
	<b>Name of the Exam Passed</b>	<b>Year Passing</b>	<b>Div. Class</b>	<b>PC of Marks</b>	<b>Rank/ Position</b>	<b>Board/Univ</b>

13.	Total Experience	:	_____ years, _____ months
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14.	<b>Present Occupation with date</b>	:	
	(a) Designation	:	
	(c) Present salary drawn	:	
15.	Name and address of the Employer	:	
16.	Details of duties/works	:	

**Details of Past Services:**

Post held	Institution /Organisation	Nature of Work	Period	
			From	To

**I hereby declare that the particulars furnished above are true in all respects and I shall be liable to any action as deem fit if found otherwise.**

**Date: \_\_\_\_\_ Dec, 2009**

**Signature**

**Additional Format for applicants for Store and Purchase Officer**

**Experience Details:**

<b>Experience</b>	<b>Where</b>	<b>Period</b>	<b>Any information that you want to provide</b>
<b>Purchase related</b>			
<b>Store and Stock related</b>			
<b>Complete Inventory management</b>			
<b>Government Procedures, Taxations etc</b>			
<b>Training and working on Tally/Oracle/SAP etc.</b>			