



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA
अगरतला /AGARTALA - 799046, त्रिपुरा /TRIPURA

संख्या/No.F.IIITA.2(3-Gen)/Cont//2024/468-71

दिनांक Dated, 22 / 7 /2024

NOTICE FOR ENGAGEMENT ON CONTRACT BASIS

IIIT Agartala intends to fill up the following post on Contract basis through interview, as per details below :-

1. Name of the Post: **Personal Secretary.**

Maximum Age	30 years as on 30-06-2024.
Monthly Remuneration	Rs.25,000/- per month
Place of Posting	Agartala
Duration	Initially for a period of one year further extendable as per requirement and performance

Qualification & Number of year of Experience : Bachelor's Degree in any discipline/DCA from a recognized University/Institute and proficiency in Computer word processing, spread sheet and MS Excel .

Desirable : Preference shall be given to the candidates having administrative exposure and working experience in Govt./PSUs/ Educational Institutes of repute.

2. No. of Post : **01 (one)**

3. Eligible candidates, interested to appear in interview should send their CV/ application in the prescribed format available in the institute website, alongwith self attested certificates **in Single PDF** for proof of education/experience/age/caste etc. through email at iiitagartala2023@gmail.com latest by **04.00 PM of 05-08-2024**.

(Shortlisted candidates will be informed by return email indicating tentative time to attend the interview)

4. The appointment against the above mentioned position shall be purely on contract basis on a fixed pay for fixed duration, initially for a period one year which may be extended further subject to requirement and satisfactory performance.

With regard to appointment of selected candidate(s) against specific post, decision of the Director, IIIT Agartala shall be final & binding.

5. If number of applications received, are more than 10 for a single vacancy, then IIIT Agartala may devise a criterion for shortlisting of application which may be called for the interview.
6. Essential qualification should be from recognized University/ Deemed University/ Institute/ Council etc.
7. Competent Authority of IIIT Agartala reserves the right to relax/ modify any criteria of eligibility regarding age/ qualification/ experience or any relevant parameters if candidate is found otherwise suitable.

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-: 2 :-

8. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
9. No TA/DA is admissible to attend the interview.
10. **Retired personal from Central Govt./ State Govt./ PSU can also apply. Age relaxation for them shall be as per Govt. of India rules.**
11. Experience certificate from the employer should be attached.
12. In case of any dispute arising, decision of the Director, IIIT Agartala shall be final & binding.

{Col. (Dr) Ashish Badola}
Mentor Registrar
IIIT Agartala

Copy to :

1. The Director, IIIT Agartala for kind information.
2. The Coordinator, IIITA for information.
3. The Chairman, Website & Networking, NIT Agartala with the request to upload the same in the website of IIIT Agartala.

{Col. (Dr) Ashish Badola}
Mentor Registrar
IIIT Agartala