



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
गुवाहाटी-781039, असम
Indian Institute of Technology Guwahati
Guwahati-781039, Assam
औद्योगिक सहभागिता तथा विशेष पहल कार्यालय
Office of the Industrial Interactions and Special Initiatives

Applications are invited for an **Offline Interview** for Office Assistant at Intellectual Property Rights Cell Under Office of Industrial Interactions and Special Initiatives, IIT Guwahati.

Date: August 30th, 2024

Time: 03:30 PM onwards

Mode/Venue: Offline, 3rd Floor, Research Building, IIT Guwahati

SI No	Project Staff Designation	Number of Vacancies	Pay Scale (₹)	HRA	Duration of Appointment	Qualifications
1.	Office Assistant	2	28500-1350-42000	18% of Basic	11 months (contractual)	Essential Qualifications: 1. Bachelor degree in engineering/technology or Master's degree in science. 2. Knowledge of Intellectual Property Rights related matters (Filing, drafting, vetting legal matters etc) 3. Certified in patent law/corporate law/company secretary/ patent portfolio creation and management and relevant field. Desirable Qualification: Two years' experience in the field of IPR related matters

Initial pay will be decided by the committee in commensuration to the experience of the candidate and performance in the interview. Accommodation facility may be available in the campus subject to availability and payment of appropriate charges. The appointment is purely contractual which may be extended beyond 11 months' subject to satisfactory performance.

How to apply and selection process:

1. Eligible Candidates have to email a copy of their CV in PDF format to the E-mail address provided below **on or before 26th of August 2024**.
2. *Please mention **Interview - IDF/IPR/02** along with your name in the subject of the E-mail.*
3. **Shortlisted candidates will be intimated over email.**
4. **Only Shortlisted** candidates shall report to the venue **before 03:00PM on 30th of August 2024** along with photocopies of documents in support of all essential and desirable qualifications along with the CV, format of which is provided in the link below.
5. The data provided must include all educational qualifications, experience, contact address phone no., e-mail etc.

Link to format of CV:

PDF: https://1drv.ms/b/s!AsQUAD9pcL4agbkvg7kk9rcX_JkHTA?e=ckxSPv

DOC: <https://1drv.ms/w/s!AsQUAD9pcL4agbkuAK9MC-r9v8ysMg?e=3So112>

The candidates who are already employed under Central / State Govt. / PSUs will have to submit a No-objection Certificate (NOC) from the concerned employer at the time of interview failing which the candidate will not be allowed to appear for an interview.

For any clarification, contact:

Office of II&SI,

e-mail: iisioff@iitg.ac.in

All queries over E-mail shall carry **Interview - IDF/IPR/02** in the subject head

Project No: IDF/IPR

Advt. No: IITG/II&SI/Project Staff Rectt-2024/66

AR (II&SI)