



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of West Bengal)
WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.

Advt. No. IIITK/Rectt/NF/23-24/50

Dated: March 12, 2024

Advertisement for Junior Assistants (on contract)

Applications are invited from the Indian nationals for the position of **Junior Assistants (on contract)** at a consolidated pay of Rs 21700/- per month, in the following areas.

- **Finance & Accounts – [01, UR]**

Eligibility: Bachelor's degree with knowledge of Accounting Software Tally, GST, Income Tax

Desirable: M. Com with experience in Tally, GST, Income Tax

- **General Administration (Examination / Establishment / and others) – [01, UR]**

Eligibility: Bachelor's degree with knowledge of Computer Operation. Good Knowledge of Microsoft Office is desirable.

Age: Not exceeding 27 years

Guidelines:

1. The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.ac.in
2. The application form (hard copy) complete in all respect is to be submitted to Registrar, Indian Institute of Information Technology Kalyani, WEBEL IT Park, (Near Buddha Park), Kalyani – 741235, Nadia, West Bengal, India on or before 11.04.2024, by Speed post / Registered post only.
3. The envelope should be superscribed with the post “.....” in Discipline.
4. For each of the qualifications, professional experiences, achievements, etc., documentary proof in the form of self-attested photocopies is to be attached with the application.
5. The originals must be produced at the time of interview and at the time of joining.
6. Incomplete applications / applications without necessary enclosures may not be accepted.
7. Any misleading wrong information supplied by the candidates may lead to rejection of the application summarily, if found subsequently, also the appointment will be cancelled.
8. Mere fulfilment of required minimum qualification and experience for the post does not entitle the candidate to be called for a written and / or typing test. The Institute reserves the right to call only a requisite number of candidates for written and / or typing test, on the basis of qualification and experience higher than those prescribed in this advertisement.

9. Persons employed in Government and Semi-Government organizations must apply through proper channel or submit 'No Objection Certificate' at the time of interview. However, an advance copy, superscribed as "Advance Copy" on the application form, may be submitted before the last date.
10. No interim queries regarding interview / selection process will be entertained.
11. Canvassing in any form will lead to rejection of the application.
12. Decision of the Selection Committee and the Board of Governors of IIIT Kalyani with respect to the selection process is final.
13. The Institute reserves the right to accept and / or reject any or all the applications, without assigning any reasons.
14. Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
15. Applications, received after the last date will not be considered.
16. Candidates will have to appear for Presentation/Interview at their own cost, if called before a Selection Committee on the date and place which will be separately notified/informed to the candidates.
17. The originals must be produced at the time of interview and at the time of joining.

HOW TO APPLY:

The printed and signed online application form along with necessary enclosures should be sent to the following address so as to reach by 11.04.2024. Soft copy of the application is also to be sent to the recruitment@iiitkalyani.ac.in

Registrar
Indian Institute of Information Technology, Kalyani
WEBEL IT Park, (Near Buddha Park)
Kalyani – 741235 Nadia, West Bengal

KIC Mukherjee
12.8.24
Registrar