

**RECRUITMENT OF RECEPTIONISTS (FEMALE) & LIBRARY ASSISTANT ON  
CONTRACTUAL BASIS**

Applications are invited for the following posts at the Main Office and in the Extension Centers of **NIELIT Guwahati, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltanbazar, Guwahati-781008, Phone :: +91-361-2131568, 2730269, 2731940, Website :: <http://www.nielitassam.in> :**

**A. Receptionist cum Counselor (Female):**

- **Number of Posts:** 4 (four).
- **Location:** One each for Guwahati Main Center (Paltan Bazar), Guwahati City Center (Khanapara), Jorhat Extension Center (ISBT, Kotoki Pukhuri) & Kokrajhar Extension Center (JD Road, above SBI -North Kokrajhar Branch).
- **Job Description:** Answer and forwarding telephone calls, greet visitors professionally determining the nature and purpose of visit, provide information to candidates seeking admission into various NIELIT courses, assist in administration and HR related tasks as needed and any other responsibility as and when assigned.
- **Qualification:** Graduate with good communication skills, ability to interact with people in a positive and courteous manner in English, Hindi, Assamese & Bodo (for Kokrajhar) and basic knowledge of computer applications including MS Office. Preference will be given to candidate having experience in similar work.
- **Minimum Consolidated pay:** Rs. 8,000/- Per Month (*Rupees Eight Thousand Only*) inclusive of all.
- **Contract Period:** Initially for a period of one year. Extendable to performing candidates and on actual requirement of the office at that time.

**B. Library Assistant:**

- **Number of Posts:** 1 (one).
- **Location:** Guwahati Main Center
- **Job Description:** To assist in the Management of Library which includes compile records, sort, shelve, issue, and receive library books, electronic media, pictures, cards, slides and microfilm. Locate library books for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials and assist procurement and disposal of books / study material etc., and any other duty as & when assigned.
- **Qualification:** Graduate in any stream. Preference will be given to candidate having experience in similar work or any degree in Library Science.
- **Minimum Consolidated pay:** Rs. 8,000/- Per Month (*Rupees Eight Thousand Only*) inclusive of all.
- **Contract Period:** Initially for a period of one year. Extendable to performing candidates and on actual requirement of the office at that time.

**N.B.** (1) Interested candidates may submit their **Resume** with **one passport size photo** and **contact phone nos. & e-mail id's** to the office directly at the above mentioned address or e-mail their resume at [nilamani@nielit.gov.in](mailto:nilamani@nielit.gov.in). Candidates applying for **Post no. A** above should also **mention their preferred location** of posting in the resume.

(2) Eligible candidates will be called for an interview at NIELIT Guwahati on a date (to be confirmed through phone) after 19.08.2014. No TA/DA will be paid for appearing at the interview. Selected candidates will have to provide a **Security Deposit** equivalent to 1 (one) month pay before joining.

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