

Omeo Kumar Das Institute of Social Change and Development
(An Autonomous Research Institute of Government of Assam and ICSSR, New Delhi)
VIP Road, Upper Hengrabari, Guwahati-36

No. ISCD/Estt./10(A)

27th February, 2025

Walk-in-interview

A **walk-in-interview** will be held on **06/03/2025** at **10.30 am** in the Committee Room of Omeo Kumar Das Institute of Social Change and Development (OKDISCD) for 01(one) post of Front Desk Manager on contract basis (purely temporary) for a period of 11 (eleven) months at OKDISCD.

Reporting Time: 9.00 am to 10.30 am. No candidates will be allowed after reporting time.

Required qualification & experience:

- Graduate in any discipline with minimum 55% marks from a recognized University.
- Minimum 03(three) years of experience in office administration in Govt. Autonomous Institutes / other Academic Institutions.
- Candidates must have fluency in English, Assamese and Hindi both in writing and speaking.
- Candidates must also have adequate computer knowledge.

Age:

- Candidate must not be more than 30 (thirty) years of age as on the date of interview.

Salary: ₹30,000/- per month (consolidated)

Interested candidates having requisite qualifications and experience may appear in the interview with copies of bio data, attested copies of all testimonials, experience certificate along with the original certificates of qualifications / testimonials for verification.

No TA / DA shall be paid to the candidates for attending the interview.

Sd/-
Director (i/c), OKDISCD