

NOTIFICATION

Ref No: Letter No. 100320/DUSC-J-ASST-3/2017/Admn dated 14.01.2025.

A Walk-in-interview will be conducted for the temporary engagement of Office Assistant on daily wage basis at the Institute of Engineering & Technology, University of Calicut, as per the following details.

SL No.	Post	Branch/Department	Qualification	Age	Remuneration	Anticipating Vacancy	Date and Time for Interview
1	Office Assistant	Administrative Office, IET	University Degree + PGDCA + 2 years experience. Preference will be given to those who have knowledge in Human Resource Management and in E-Office (mainly in Digital Document Filing System).	The upper age limit for the post is 59 years.	₹ 800/- per day subject to a maximum of ₹ 21,000/- per month.	1 (One)	23/01/2025 (Thursday) Reporting Time :10.00 AM Venue: Principal's chamber, IET

INSTRUCTIONS

1. Only those who satisfy the required age & qualification need appear for the walk-in-interview..
2. The candidates have to bring original certificates along with one set of photocopies for verification purpose at the time of interview.
3. The ad-hoc Selection Committee may hold screening test in case required.
4. The engagement will be in the vacancy of contract staff, on daily wage basis for 179 days or till fresh appointment on contract basis is made in the vacancy against which they are engaged, whichever is earlier.
5. Candidates who have passed the qualifying examination from any other Universities/institutions other than under Government of Kerala, a State or Central University, Institutes of National repute like Indian Institute of Technology (IITs), Indian Institute of Science(IISc), National Institute of Technology (NITs), Indian Institute of Science Education and Research (IISERs) should produce the Equivalency Certificates, issued by the University of Calicut after the implementation of the revised regulations for the issue of equivalency/ recognition certificates (implemented in the University, vide U.O.No. 8353/2021/Admn dated 25.08.2021), at the time of interview.
6. IET, University of Calicut reserves the right to change the cut-off qualifications for calling the candidates for an interview.

Principal