

**Office of the Dean Research and Consultancy
Indian Institute of Engineering Science & Technology (IEST), Shibpur
Howrah-711 103**

Project on: "IMPACT AND SUITABILITY OF ELECTRIC VEHICLES TO INDIAN ROADS"

[Sponsoring Authority: DST-ANRF (erstwhile SERB), Govt. of India]

**Department of Civil Engineering,
Indian Institute of Engineering Science & Technology (IEST), Shibpur
Howrah-711 103**

[Institute Project Code: DRC/SERB/CE/AKB/010/22-23]

[DST ANRF code: CRG/2022/008710]

Interested candidates are requested to apply over e-mail for the following post in the Department of Civil Engineering, Indian Institute of Engineering Science & Technology (IEST), Shibpur, Howrah-711 103.

Name of the post: Scientific Administrative Assistant

No of post - One

Essential Qualification: Graduate degree in any discipline.

Desirable Qualification: 1. B.E. or B.Tech in Civil, Electronics, Computer science or Information Technology Engineering.
2. Any skill certificate in data entry operation, Digital productivity or MS office management.
4. At least 55% marks in Bachelor and Master degree.

Fellowship: ₹ 18000/ per month + 24% House Rent Allowance.

Age Limit: Maximum 50 years.

Duration: Two years or till the project continues whichever is earlier.

Interested eligible candidates should e-mail soft copies of the application letter in plain paper, recent bio-data, mark sheets and certificates. All documents should be self-attested. Physical documents will be verified at the time of joining. The selection will be canceled if any discrepancies are found in the documents at the time of physical verification.

Venue and Date of the interview: Information about the date and the link of the interview will be sent to the eligible candidates only by e-mail.

Note:

1. Soft copies of the application letter, bio-data, marksheets and certificates should be sent through e-mail in advance within 15 days from publication of this advertisement to: Dr. Anuj Kishor Budhkar, Project Investigator (E-mail id: akbudhkar@civil.iests.ac.in / akbudhkar.civil@faculty.iests.ac.in).
2. All applications must mention a valid e-mail id and phone number for communicating date of interview.
3. Short listing may be done before the interview.


05/11/24

Dean (R & C)

(W. Code DRC-016/24-25)

Dean Research and Consultancy
Indian Institute of Engineering Science and Technology
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