



Annexure-I

**Recruitment for the post of Event Assistant  
at AIC NIPER - Guwahati Foundation**

***Advt. No: AIC-NIPERG/2025/November/3***

The Atal Incubation Centre (AIC) NIPER - Guwahati Foundation has been set up in the NIPER Guwahati campus at Changsari, North Guwahati, Kamrup as a section 8 not-for-profit company.

The foundation operates a technology business incubator in the NIPER Guwahati campus, with support from the Atal Innovation Mission (AIM), NITI Aayog, Govt. of India. In addition to providing scientific infrastructure and expertise for the innovators, the foundation also provides comprehensive support to the incubatees in all aspects of innovation management and for the creation of successful startups. The activities of the foundation are mainly concentrated in eastern & northeastern India, and strive to develop the entrepreneurial ecosystem in the region via various activities, programs, collaborations, etc.

The Foundation is looking forward to appointing an Event Assistant to achieve its objectives.

The Foundation intends to fill the following position on a contractual basis.

Name of the Position (i)	Qualifications and Experience (ii)	Age Limit (iii)
Event Assistant	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"><li><b>Educational:</b> Bachelor's degree in any discipline.</li><li><b>Experience:</b><ol style="list-style-type: none"><li>A minimum of 2 years of experience in a relevant field.</li></ol></li></ol> <p><b>Desirable Qualifications &amp; Skills</b></p> <ol style="list-style-type: none"><li><b>Technical Skills:</b><ol style="list-style-type: none"><li>Proficiency in MS Excel, PowerPoint</li><li>Familiarity with any Designing Website (Like Adobe Photoshop, Canva, etc.)</li></ol></li><li><b>Soft Skills:</b><ol style="list-style-type: none"><li>Strong analytical thinking and problem-solving</li><li>Good communication and ability to manage trainings, workshops, etc.</li></ol></li></ol>	Max. 35 Years*

\* - Age limit is further relaxable for reserved categories as per GoI norms. Age relaxation may be given to exceptionally deserving candidates.

**Salary:** Rs. 30,000/- per month (based on the qualification, experience and performance in the interview).

**Notes:**

1. This is NOT an appointment in NIPER Guwahati or under any government organization.
2. AIC - NIPER Guwahati Foundation is a self-financed organization, and appointments are purely on a Tenure CONTRACT basis, co-terminus with the project. The engagement will be terminable from either side, with 45 days' notice or salary in lieu of.
3. The initial offer will be for one year with a probation period of 6 months.

**Date of Walk-in Interview:** Tuesday, 16<sup>th</sup> December 2025.

Time: 11:00 am onwards

Venue: Meeting Room, AIC NIPER-Guwahati Foundation, NIPER Guwahati Campus, Sila Katamur (Halugurisuk), Changsari, Kamrup (R), 781101, Assam, India.

Points to be Noted:

1. No TA/DA will be paid to the candidates attending the interview.
2. Candidates will have to report at least 30 minutes before the interview.
3. Candidates are requested to bring a complete biodata mentioning personal details, educational details, and work experience details.
4. Candidates are required to bring original copies of their educational qualifications along with one set of photocopies of all documents.
5. The advertisement is also available on the website ([www.niperguahati.ac.in](http://www.niperguahati.ac.in))

**Coordinator  
AIC NIPER Guwahati Foundation**