

Indian Institute of Management Guwahati

Requires

Junior Assistant

Indian Institute of Management Guwahati is looking for a Junior Assistant. The role includes administrative management, travel coordination, meeting scheduling, documentation, communication, and operational support for academic and non-academic activities.

The person should

- Assist in day-to-day administrative operations of the institute
- Maintain office records, files, official documents, and correspondence
- Schedule and coordinate meetings, appointments, conferences, and official visits for the management.
- Coordinate travel schedules, bookings, reimbursements, and travel-related documentation
- Coordinate with management, faculty, staff, government authorities, vendors, and stakeholders
- Coordinate with cross functional departments for administrative purchases and documentation
- Perform any other duties assigned by the competent authority from time to time.

Qualification & Experience:

- Graduation in any field from a recognised university
- Minimum 4 years of administrative experience, preferably working in educational institutions like IIMs, IITs etc.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Understanding and experience of PGP classroom operations.

Age: Max. 35 years as on the last date of application. The Institute provides age relaxation as per GOI rules.

Location: Guwahati, Assam.

Salary & Allowances: This position is offered as a three-year term based appointment with Pay and benefits in Paylevel 04 under 7th CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

Interested candidates are requested to APPLY ONLINE ONLY latest by **June 06, 2026**.

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