



INDIAN INSTITUTE OF TECHNOLOGY PATNA
BIHTA PATNA-801106
RESEARCH & DEVELOPMENT UNIT

ADVERTISEMENT NO: R&D/897/IPR/440

DATED: 26/12/2024

Project No. R&D/SP/HSS/IPR/2023-24/897

Applications are invited in the prescribed format only for the following assignment in a purely time bound research project undertaken in this institute.

- 1. (a) Name of the temporary assignment** :Secretarial Assistant
(b) Number of Post :One (01)
(c) Duration of the Post :Initially contract may be for 6 months which may be extended further if the candidate will have a satisfactory performance.

2. Name of the temporary research project :IPR Chair under SPRIHA

3. Name of the sponsoring Agency :DPIIT, Ministry of Commerce & Industry, GoI

4. Consolidated Fellowship/Salary :Rs 12,500/- per month

5. Qualifications & Experience :The candidate should have a Bachelor's degree.

Interested and eligible candidates may appear for the **WALK-IN INTERVIEW** on **06/01/2025** at 3 pm Block I, Dept. of HSS, IIT Patna, Bihta, Patna – 801106 with updated resume along with the original copies of all supporting documents (certificates, mark-sheets, and degrees). No TA/DA is admissible for appearing in the interview.

For any query contact Investigator(s): **Prof. Nalin Bharti, Dept. of HSS, IIT Patna, Email: nalinbharti@iitp.ac.in**

Project Investigator

Deputy Registrar

Copy to:

1. Associate Dean, R&D, IIT Patna
2. Advertisement file
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FORMAT OF APPLICATION FOR SECRETARIAL ASSISTANT

Name & Address Including email id and Phone no. (for Correspondence)	Category (GEN/OBC/SC/S T/PD)	DOB dd/ mm/yy	Professional Exam. (GATE/CSIR-NET, etc) & Validity
NAME IN CAPITAL Address: Phone: Email:			

Educational Qualification

Institute/ Board	Exam Passed	Year of Passing	% of Marks/CPI
	10 th Class		
	12 th Class		
	Bachelors (B.Sc/B.Tech/B.E./BCA) or equivalent		
	Masters (M.Sc/M.Tech/M.E/MCA/ MA) or equivalent		

Qualifying degree	Degree/ major/Specialization
(B.Sc/B.Tech/B.E./BCA)	
(M.Sc/M.Tech/M.E/MA/MCA)	
Others	

Publication records (if any):

Signature of applicant

Date:

Place: