



Indian Institute of Technology (Indian School of Mines), Dhanbad.
Dean (R&D) Office

Advertisement No.: DFAC/OA/GMF/2025/01

Date:- 26.12.2025

Applications are invited for the Office Assistant (On Contract) position. The details are as under:

Position	Office Assistant (On Contract)
Number of position(s)	One (01)
Place of posting	Office of Dean(Faculty), Admin Block, IIT(ISM) Dhanbad
Duration of Engagement	The duration of engagement is for one year initially. However, it can be Further extended up to three years maximum subject to the requirement of the Dean (Faculty) office and satisfactory performance of the candidate.
Job description (maximum of 100 words)	To perform technical/office works in Dean (faculty) office. Must have hand on experience of MS excel, power point, MS word, Google drive etc.
Essential qualification	Bachelor degree in Information Technology/Computer Applications or in a closely relevant field.
Experience	Minimum 5 years relevant experience.
Desirable qualification/ experience	Candidates who have higher qualifications and experience in the relevant field will be preferred.
Age	Maximum age should be 40 years as on the date of advertisement.
Remuneration	Rs30,000/- per month (consolidated) with 5% annual increment If engagement is extended beyond one year.
Walk-in-interview	11.01.2026 10:00 am at Dean (Faculty) office, 1 st Floor, Administrative Block, IIT(ISM), Dhanbad. The candidate(s) are required to bring two passport size photos, original and Xerox copies of all documents.
Duty	Five (05) working days per week. However, the candidate may be called on Saturday/Sunday or a holiday as per requirement and no extra remuneration will be paid for this.
Leave	Thirty (30) days of leave in a calendar year will be admissible.
Other Information	Candidates are required to appear in the walk in interview as mentioned above. They have to make their own arrangements for their stay at Dhanbad, If required. No TA/DA will be paid to attend the interview.