

**INDIAN INSTITUTE OF SUSTAINABILITY  
GUJARAT UNIVERSITY, AHMEDABAD**

**Ref No:** IIS/GU/2026/REC/01

**Date:** April 23, 2026

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**ADVERTISEMENT FOR THE POST OF OFFICE ASSISTANT (CONTRACTUAL)**

The Indian Institute of Sustainability (IIS), Gujarat University, invites applications from eligible and dynamic candidates for the position of **Office Assistant** purely on a contractual basis for a period of **11 months**.

**1. Position Details**

- **Post Name:** Office Assistant
- **Number of Posts:** 01
- **Tenure:** 11 Months
- **Remuneration:** Rs. 18000/- Fix

**2. Eligibility Criteria**

- **Educational Qualification:** Graduate in any discipline from a recognized University with minimum 55% marks.
- **Technical Skills:** \* Proficiency in MS Office (Word, Excel, PowerPoint).
  - Excellent typing speed in English and Gujarati.
  - Familiarity with administrative procedures and data entry.
- **Experience:** Preference will be given to candidates with at least 1–2 years of experience in an academic or administrative setup.

**3. Key Responsibilities**

- Managing day-to-day office correspondence and filing systems.
- Assisting in the coordination of seminars, workshops, and student activities.
- Handling student inquiries and maintaining academic records.
- Performing any other administrative tasks assigned by the Director/Authority.

**4. How to Apply**

Interested candidates should submit their updated CV along with self-attested copies of educational certificates and experience letters via:

- **Email:** [director.iis@gujaratuniversity.ac.in](mailto:director.iis@gujaratuniversity.ac.in)
- **Subject Line:** "Application for the post of Office Assistant - IIS"

**Last Date for Email:** May 3, 2026

**5. General Instructions**

- Only shortlisted candidates will be called for a personal interview/skill test.
- No TA/DA will be paid for attending the interview.
- The Institute reserves the right to cancel the recruitment process at any stage without prior notice.

**Director,**  
Indian Institute of Sustainability,  
Gujarat University, Ahmedabad.