

# SITUATION VACANT

**ADVERTISEMENT NO.: 2026-27/13 DATE: 29<sup>th</sup> October 2026**

**Tool Room & Training Centre, Guwahati, an Autonomous Body under Ministry of Micro, Small & Medium Enterprises, Government of India** requires suitable candidates for filling up the following position on a purely contractual basis.

| Sl. No. | Name of the Position                                        | No. of Position | Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                             | Stipend / Remuneration                                 | Date & Reporting Time of Interview               |
|---------|-------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|
| 01      | <b>Accounts Assistant</b><br>(On Fixed Term Contract Basis) | 01 No.          | <b>Educational Qualification:</b> B.Com. from a recognized University or Institution.<br><b>Desirable Skills:</b> Candidates must have working knowledge of Tally Prime & MS Office. Preference will be given to candidates having knowledge of GST, Income Tax, TDS etc.<br><b>Experience:</b> Minimum 1 year working experience in Accounts using Tally Prime Software.<br><b>Age limit:</b> Maximum 30 years as on the date of advertisement. | Commensurate / Negotiable as per TRTC, Guwahati Norms. | <b>Date: 14/11/2026</b><br><b>Time: 09:30 AM</b> |

**Walk-in-Interview Schedule:**

**Venue:** Tool Room & Training Centre, Guwahati, Near EPIP, Amingaon Industrial Area, North Guwahati Road, Amingaon, Guwahati – 781031, Assam.

**Instructions for Candidates:** Interested candidates must appear before the selection committee with following documents.

- Updated CV affixed with a latest passport size photographs
- Original academic and experience certificates for verification.
- One set of self-attested photocopies of all relevant documents.
- No TA/DA will be provided for attending the interview.

**SCAN QR CODE  
TO APPLY NOW**



**Please Note:** Candidates not meeting the eligibility criteria will not be considered.

**TRTC, Guwahati reserves the right to shortlist the candidates and increase the number of vacancies as per requirement.**

|                                                                                                                                                                |                                                                                                                                                                                                                                                                        |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <br>Ministry of Micro, Small and Medium Enterprises,<br>Government of India | <b>Tool Room &amp; Training Centre, Guwahati</b><br>Ministry of Micro, Small & Medium Enterprises, Govt. of India<br>Amingaon Industrial Area, North Guwahati Road, Amingaon, Guwahati – 31<br>Website: <a href="http://www.trtcguwahati.org">www.trtcguwahati.org</a> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|