



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT199/2022

Job Title

Project Assistant

Job Reference Number

50355088

Application End Date

06.09.2022

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: Facilities of MMMF laboratory

About the project: Facilities of MMMF Laboratory

Essential Qualifications & Experience:

BA/BSc/BCom/BBA or equivalent degree

Desirable: Knowledge of Computer applications, Secretarial experience

Work experience minimum 3 years

Job Profile:

-Lab administration related work.

-Maintain the log book for machine Annual maintenance services, usage and cleanliness.

-Working with outside customers w.r.t. the slots, specimens, etc. Other miscellaneous admin related work pertaining to the lab

Pay Details:

Level PR-A2: Salary range from Rs.14400 to Rs.31200 + Rs.3125.00/- Out Of Campus Allowance (if applicable) p.m.

General information:

The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses.

For any queries/clarification please contact: recruit@ircc.iitb.ac.in

