



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT336/2022**

**Job Title**

Assistant Project Manager

**Job Reference Number**

50377217

**Application End Date**

04.01.2023

**Type of Employment**

Proj. Staff Contract

**No. of Position(s)**

2

**IITB Project Recruitment:**

Project title: Setting up National Virtual Library of India (NVLI)

About the project: About the project National virtual library of India (NVLI), This project is an important part of the larger vision of putting information of the entire Indian cultural heritage in the digital web world. The main goal of this project is to create, collect, encode, and collate various digital artefacts related to Indian culture, in the form of a portal, and to allow relevant information access through web-based search.

**Essential Qualifications & Experience:**

Masters or equivalent degree in History with 2 years relevant experience.

- 1) Candidates should have high level of English Language Proficiency + Written Language Expertise, Content writing, Documentation work related to project.
- 2) Candidates must have experience in handling administrative work, project coordination and team management.

Desirable Experience: Candidates should have at least 3 years of experience post degree.

**Job Profile:**

Researching in and writing on different facets of the rich tangible and intangible cultural heritage of India. Excellent writing skills in English are a prerequisite. An ability to write well in Hindi will be an asset. Good administrative skills are required to be able to assist the Project Head in day to day work.

This position is for New Delhi Office for a project being managed by IIT Bombay on behalf of the Ministry of Culture, Government of India.

**Pay Details:**

Level PR-O1: Salary range from Rs.33600 to Rs 67200 + Rs.6250.00/- 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](mailto:recruit@ircc.iitb.ac.in)