INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT083/2022

Job Title
ASSISTANT (EDITORIAL) IN EA3 LEVEL

Job Reference Number
50303965

Application End Date
25.08.2022

Type of Employment
Temp – Consolidated

No. of Position(s)
 1

Application Category(s)
1(UR-1)

IITB Recruiting:

IIT Bombay invites online application from Indian Citizens having requisite qualification and experience for filling up one position of Assistant Editorial in EA3 Level, to be deployed to PPR Section, on selection.

Essential Qualifications & Experience:
Master's degree in English / Mass Communication with 2 years relevant experience in content writing after the degree
OR
Bachelor's degree in Mass Communication / Mass Media with 4 years relevant experience in content writing after the degree.

Desirable Skills : Excellent command of English language (verbal and written), strong writing and editing skills

Job Profile:
1) To Assist in compilation & publishing of Annual Report
2) To Assist in compilation & publishing of Campus Diary
3) To Assist in designing of banners, posters, standees and promotional materials
4) To Assist in posting of content on social media
5) To Assist in drafting speeches and preparing presentations (PPTs)
6) To Assist in providing information sought for BoG/ Senate / Council meetings

Pay Details:
EA3 (36000 – 57600)
In addition, out of campus allowance of Rs. 5000/- per month

Appt Type: On contract and on consolidated salary for 1 year

Age Limit : 32 years

General information:

1. The post is temporary and on contract, which may be extended further subject to satisfactory performance.

2. The incumbent shall have no claim on any regular position and not be bestowed upon with any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.

3. The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further selection process.

4. Selection Process : The shortlisted candidates will have to undergo a screening test and those who would qualify the same, shall take the written test. Final selection to the post shall be based on marks scored in the written test and consequent rank in the merit list

5. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification(s) and experience, as specified in the advertisement. Qualification obtained has to be from a recognized University Institute.

6. Incomplete application shall be summarily rejected.

7. All the details furnished in an online application will be treated as final and no subsequent changes shall be entertained.

8. Eligibility of a candidate for the post shall be considered as on the date of closing of online application interface.

9. The Institute reserves the right not to fill any of the advertised positions.

10. The age limit criterion will be relaxed for persons working in any department / section / unit / project of IIT Bombay for at least three years (220 days or more per year) and have crossed the age limit criterion during the above period, provided that they have acquired the requisite qualification before reaching the prescribed age limit for the post.

11. Age relaxation would be as per Institute norms.

12. Candidates should upload copy of certificates in support of their essential qualification, experience, age, caste etc. Original certificates should be produced at the time of Selection Process as well as on joining.

13. Applicant is required to upload certificate(s) in support of minimum experience required in proper format, i.e., it should be on organization's letter head, bearing the date of issuance, designation, pay drawn for each position, duly certified by the competent authority.

14. Age relaxation for reserved category candidates is applicable only if the post is reserved for a particular category as per rules.

15. Decision of the Institute in all matters relating to eligibility of a candidate for the screening/skill/written test would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

16. Screening test / Trade test and Computer proficiency test may be conducted for shortlisting the candidates as per nature of the post.

17. No correspondence will be entertained from candidates regarding conduct and result of Screening / Written test and reasons for not being called.

18. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units, etc., must apply through proper channel and such candidates will be required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join services of the Institute.

19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.

20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

21. Canvassing in any form shall lead to disqualification.

22. No interim correspondence will be entertained.

23. For any query related to submission of online application, you may send e-mails on (snehap@iitb.ac.in). However, enquiry / queries related to eligibility for the post / interpretation of rules will not be entertained.

24. Candidates are advised to mention their correct and active e-mail identity in the application as all correspondences like issuance of call letter or any other information will be communicated through e-mail only. All applicants are advised to check their application status by using their login ID in APPLICATION COCKPIT.

25. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only. Candidates possessing the requisite qualification and experience may apply online at https://www.iitb.ac.in/en/careers/staff-recruitment only The date of closing of online application interface is 25.08.2022.

REGISTRAR

Date : 26.07.2022

Copy to:
1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices