



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT082/2023

Job Title

Sr. Project Assistant

Job Reference Number

50409800

Application End Date

21.04.2023

Type of Employment

Proj. Staff Contract

No. of Position(s)

2

IITB Project Recruitment:

Project title: Institute of Eminence (IOE Cell) project

About the project: Institute of Eminence Project (For MMD Office)

1 post reserved for OBC

Essential Qualifications & Experience:

MA/M.Com/MBA/MCA or equivalent degree OR BA/BSc/B.Com/BBA or equivalent Degree with 2 years experience preferably in an Institute of Higher Education.

Job Profile:

Working knowledge of MS office/ computer applications, proficiency in oral and written communication skills, understanding of GFR related to procurement and knowledge of purchase procedure. Familiarity with SAP/ERP

Pay Details:

Level: PR-A3: Salary range from Rs.25200 to Rs 50400 + Rs.5000.00/- 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

