INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT381/2023

Job Title
Project Assistant

Job Reference Number
50513017

Application End Date
09.11.2023

Type of Employment
Proj. Staff Contract

No. of Position(s)
2

IITB Project Recruitment:

Project title: Setting up of Geo-Information Science & Engineering (GISE) Hub

About the project: Setting up of Geo-Information Science & Engineering (GISE) Hub

Essential Qualifications & Experience:
BA/BSc/BCom/BBA or equivalent degree
Desirable: Knowledge of Computer applications, Secretarial experience
Candidate should have knowledge of MS-Office (Ms-Excel)
Proficiency in written and oral communication skills is essential.
2-5 years of work experience in similar capacity (accounts department) in a reputed organization is desirable.
Candidate should have working knowledge of SAP Portal.

Job Profile:
Administrative, Accounts and procurement related office work

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 renewable based on performance and requirement.
- Candidate called for interview will be required to attend at his / her own expenses. For any queries/ clarification please contact: recruit@ircc.iitb.ac.in
- Incomplete application shall be summarily rejected
- IRCC reserves the right not to fill any of the advertised positions of the post(s).
- No correspondence or personal inquiries shall be entertained.
- Canvassing in any form shall lead to disqualification
- No interim correspondence will be entertained.