



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT144/2024

Job Title

Sr. Project Assistant

Job Reference Number

50583406

Application End Date

20.06.2024

Type of Employment

Proj. Staff Contract

No. of Position(s)

7

IITB Project Recruitment:

Project title: Institute of Eminence (IOE Cell) project

About the project: Institute of Eminence Project

The positions are reserved as

UR-4, OBC (NCL) -2, SC-1

Essential Qualifications & Experience:

MA/M.Com/MBA/MCA or equivalent degree

OR

BA/BSc/B.Com/BBA/BMS or equivalent degree with 2 years experience preferably in an Institute of Higher Education.

Desirable: Knowledge of Computer Applications, Secretarial experience

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 (Annual Increment: Rs. 3600/-) + Rs.5000/- Out of Campus Allowance (if applicable) p.m.

General information:

The positions are reserved as UR-4, OBC (NCL) -2, SC-1

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

ANNEXURE – I
DECLARATION

“I, son / daughter of
Shri..... resident of village/town/ city
.....district state hereby declare that I belong to
the community which is recognized as a backward class by
the Government of India for purpose of reservation in services as per orders contained in Department
of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision
through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date: