

Institute of Chemical Technology
(University under section 3 of UGC Act-1956)
Elite Status & Centre of Excellence – Government of Maharashtra
NBA Accredited ‘A’ Grade by MHRD, University Par Excellence
Matunga, Mumbai 400 019

Date : 29.09.2020

Advertisement

Applications are invited for the temporary post of Administrative Assistant at Gunvati Kapoor Faculty Tower

No. of Positions : 1
Qualifications : 12th/Higher Secondary (Minimum)
Remuneration/Fellowship : Rs. 15,000 Per Month (Consolidated)
Geography : Personnel residing within the close proximity of Matunga campus and can come walking for workplace.

Job Description : The candidate has to work on administrative work towards maintenance of residential area and various maintenance requirements. The person should be able to raise purchase orders and release payment towards various work needs to be done at faculty residence. The person should be able to manage different requirement and coordination between faculty members, authorities and vendors.

The person should be fluent in verbal and written English and Marathi language. Skill set like Microsoft word, excel and tally is essential. Additional skills like maintaining documentation, maintenance skills (eg. Electrical) should be a plus.

The administrative assistant will be appointed initially for one year and the tenure may be extended on yearly basis, based on performance for the subsequent period and availability of funds. All appointments are terminated with one month of notice.

Interested candidates should e-mail with their applications including cover letter, and Curriculum vitae alongwith certificate to ar.admin@ictmumbai.edu.in and copy to rd.jain@ictmumbai.edu.in on or before October 15, 2020. Shortlisted candidates would be called for interview and no TA/DA will be provided to appear for this interview.

Registrar