# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
# POWAI, MUMBAI 400076.

## Advertisement No.: IRCC/EXT269/2022

### Job Title
Project Assistant

### Job Reference Number
50370106

### Application End Date
05.12.2022

### Type of Employment
Proj. Staff Contract

### No. of Position(s)
2

### IITB Project Recruitment:

Project title: e-Yantra -Robot Enhanced teaching in Science and Engineering Colleges (Phase 3)

About the project: e-Yantra is a robotics outreach program funded by the Ministry of Education, The goal is to harness the talent of young engineers to solve problems using technology across a variety of domains

### Essential Qualifications & Experience:
BA/BSc/BCom/BBA or equivalent
-  Knowledge of computer applications, Secretarial experience
- Public Relations and Communications

 Essential Experience:
- 1+ years  experience post degree in handling a press release and conference
-  Excellent written and verbal communication skills
- Knowledge of consumer marketing and ability to think both creatively and strategically
- Project and budget management skills

### Job Profile:
- Develop PR campaigns and media relations strategies
- Write creative content for website
- Manage promotions and Social Media handles

### Pay Details:
Level P-L2: Salary range from Rs.18000 to Rs 26000 + Rs.2500.00/- 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