INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT042/2025

Job Title
Project Assistant

Job Reference Number
50678545

Application End Date
13.03.2025

Type of Employment
Proj. Staff Contract

No. of Position(s)
 1

IITB Project Recruitment:

Project title: RDF

About the project: RDF

Essential Qualifications & Experience:
B.Sc./B.A./B. Com or equivalent degree
Knowledge of Computer applications, Secretarial experience

Candidate should have :
- Minimum of 2 years of working experience with ERP.
- Minimum 6 months of GeM purchase process.
- Previous administrative work experience with the IITB

Job Profile:
Lab Project Assistant responsible for the following:
(1) Documentation and reimbursement of multiple project expenses
(2) Equipment purchase by following the GeM process
(3) Supporting workshops/field visits planned under various projects and reporting.
(4) Research project-related data preparation (using MS Office Applications).
(5) Any other administrative and research project-related activities of PI and the Centre

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 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