



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT066/2022

Job Title

Administrative Assistant

Job Reference Number

50295810

Application End Date

11.04.2022

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: Design and Development of Harmonic Drive

Job: General Administration

Essential Qualifications & Experience:

Masters Degree in Commerce/Arts or equivalent degree with three years of relevant experience or

Bachelor Degree in Commerce/Arts or equivalent degree with five years of relevant experience

Desirable: Knowledge of Computer applications specifically SAP-ERP, Secretarial experience in Govt. funded educational/Research institution, good communication skills

Job Profile:

General finance and administration: Financial Analysis and Forecasting, Accounts payable, Accounts receivable, Purchasing, Human resources, Facilities management, etc.

Material management: Procurement (Direct/Tender) following General Financial Rules and the institute rules

Secretarial assistant to the Project Invigilator.

Pay Details:

Consolidated salary Rs.27000+ Rs 4320 HRA (if applicable) p.m.

General information:

Age limit : 50 years

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