



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT108/2021**

**Job Title**

Project Assistant

**Job Reference Number**

50229813

**Application End Date**

21.07.2021

**Type of Employment**

Proj. Staff Contract

**No. of Position(s)**

1

**IITB Project Recruitment:**

Project title: Recruitment for Secretariat for Societal Solutions

About the project: "PRAYOG by IIT Bombay" is a new initiative started by CTARA, IIT Bombay since June 2021 to connect with society and address societal problems. PRAYOG is a secretariat which will provide solutions to societal problems using multiple mechanisms. It is a platform to bring solution seekers and solution providers together while engaging with CSRs as well as to provide various avenues for CTARA graduates.

**Essential Qualifications & Experience:**

BA/BSc/BCom/BA or equivalent degree

Desirable: Knowledge of Computer applications, Secretarial experience

**Job Profile:**

He/She should have good computer skills in MS office.

Familiarity with tools & software for managing administrative activities.

Written & spoken proficiency in English.

Experience in handling purchases and maintaining inventory.

Should be conversant with the ERP system and GEM system. Any other responsibility assigned by PI

**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](mailto:recruit@ircc.iitb.ac.in)