



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT032/2022**

**Job Title**

Administrative Assistant

**Job Reference Number**

50287973

**Application End Date**

28.02.2022

**Type of Employment**

Proj. Staff Contract

**No. of Position(s)**

1

**IITB Project Recruitment:**

Project title: Insights into the mechanism of Antibiotic Resistance: Targeting by Ribosomal Methytransferases

About the project: Administrative job relating to the project

**Essential Qualifications & Experience:**

BA/BSc/BCom/BBA or equivalent degree

Desirable: Knowledge of Computer applications, Secretarial experience

Knowledge of ERP is compulsory

**Job Profile:**

Candidate has to deal with ERP billing. Should have knowledge of computer applications, secretarial experience. Communication with vendors for procurement of lab consumables.

**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)