INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT018/2022

Job Title
Project Assistant

Job Reference Number
50285299

Application End Date
07.02.2022

Type of Employment
Proj. Staff Contract

No. of Position(s)
1

IITB Project Recruitment:

Project title: Multimodel Knowledge based AI (Data and Model Adaptation).

About the project: This is a collaborative project involving four faculty.

Essential Qualifications & Experience:
BA/BCom in any discipline with knowledge of computer applications and administrative assistance experience of 6+ years. Experience with handling the administrative activities of both research and industry projects is desirable. experience of working in SAP-ERP for 4 years, knowledge for GeM for the 1-year experience. Familiarity with software such
as MS Office, Knowledge of typing, experience only Government institute work.

Job Profile:
Administrative work like preparing invoices for the users using facilities, raising Purchase orders, processing of bills and follow up till payment, reimbursement, and internal office work. Organizing project review meetings, file work, liaison with IRCC for preparation of Statement of Accounts and utilization certificate, dispatch, correspondence, secretarial support, handling phone calls, data entry work, etc.

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