



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT179/2022**

**Job Title**

ASSISTANT PROJECT MANAGER

**Job Reference Number**

50352592

**Application End Date**

26.08.2022

**Type of Employment**

Proj. Staff Contract

**No. of Position(s)**

1

**IITB Project Recruitment:**

Project title: Institute of Eminence (IOE Cell) project

About the project: Setting up of GMP facility in Department of Bioscience and Bioengineering

**Essential Qualifications & Experience:**

Post Graduation with 2 years experience in Office Administration/ Project Management in a highly computerised environment . Candidate should have adequate expertise in various office/ ERP related computer application.

**Job Profile:**

The selected candidate will be responsible for collating , analyzing data from various sources in the institute and to prepare reports and presentations.

The work includes purchase of equipment, coordination of the finalization of technical specifications, paperwork for tendering and PO generation. Other administrative work related to the project will need to be handled by the selected candidate as well.

**Pay Details:**

Level PR-O1: Salary range from Rs.33600 to Rs 67200 + Rs.6250.00/- Out Of Campus Allowance (if applicable) p.m. Annual Increment Rs.4800/-

**General information:**

This position is tenable till the end of project period or one year whichever is earlier. 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)