



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT031/2024

Job Title

Project Assistant

Job Reference Number

50564491

Application End Date

19.03.2024

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: Institute of Eminence Project (IoE office)
This position is reserved for OBC NCL

Essential Qualifications & Experience:

BA/BSc/BCom/BBA or equivalent degree

Desirable:

- Proficiency in various office / ERP related computer applications
- Knowledge of GeM Purchase
- Skill in Website maintenance

Job Profile:

Processing of data, preparation of reports, working on ERP system.

Pay Details:

Level PR-A2: Consolidated salary from Rs.14400 to Rs.31200 + Rs.3125.00/- Out Of Campus Allowance (if applicable) p.m.

General information:

This position is reserved for OBC NCL.

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.

Applicants seeking reservation benefits available to OBC (NCL) must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC (NCL) category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure I.

For any queries/clarification please contact: recruit@ircc.iitb.ac.in

ANNEXURE – I
DECLARATION

“I, son / daughter of
Shri..... resident of village/town/ city
.....district state hereby declare that I belong to
the community which is recognized as a backward class by
the Government of India for purpose of reservation in services as per orders contained in Department
of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision
through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date: