

Office of the Dean (R&D), IIT Bombay  
Industrial Research and Consultancy Center (IRCC)

DRD/IRCC-Admin./Rect.-Admn. Asst./2018-2019

1<sup>st</sup> June, 2018

Applications are invited for the position of **Executive Assistant** in the Industrial Research and Consultancy Center (IRCC) of this institute on contractual basis. Details of the respective position is as follows:

<b>Position &amp; Salary</b>	<b>Executive Assistant (1 Post)</b> Consolidated salary Rs.18000-26000/- p.m. +Out Of Campus Allowance (If applicable)
<b>Qualification</b>	Bachelors Degree in Arts/Science/Commerce/Law + Knowledge of Computer Applications. Proficiency in written and oral communication skills and proficiency in MS WORD.  2-5 years of work experience in similar capacity in a reputed organization is desirable.
<b>Job Profile</b>	1.Documentation-Editing, formatting of legal documents  2. Liasing with external agencies as well as faculty and staff members at IITB  3. Record keeping and archival of legal documents
<b>Duration of Appointment</b>	6 months

Candidates possessing the requisite qualification are requested to report for **WALK IN INTERVIEW** with **Biodata, certificates of your qualification, testimonials etc. In original** and such others papers as you may desire to place before the Selection committee **on 6-06-2018 @2.30 PM in 1<sup>st</sup> Floor, IRCC, Som Building, IIT Bombay, Powai, Mumbai-400 076**

**Senior Assistant Registrar**  
**Admin., IRCC**

**Copy to:**

- 1. All heads/In-charges of the Department/ Schools/Centers/Sections**
- 2. All Notice Boards**