

**Circular No.160/2017**

**Dated:04-09-2017**

Applications are invited for filling up the temporary position of Executive Assistant in the Industrial Research and Consultancy Centre (IRCC) of this Institute on contractual basis. The appointment is temporary initially for a period of 1 year and will be continued further subject to annual performance review. Details of the respective position is as follows:

<b>Position &amp; Salary</b>	Executive Assistant (2 Posts ) Consolidated salary Rs.18000-26000/- p.m. + out of campus allowance (OCA) if applicable.
<b>Age</b>	27 years (relaxation as per rules)
<b>Qualification</b>	Bachelors Degree in Arts/Science/Commerce/Law + Knowledge of Computer Applications. Proficiency in written and oral communication skills is essential.
<b>Job Profile</b>	All office work pertaining to accounts and administration/purchase, inventory management.
<b>Experience</b>	2-5 years of work experience in similar capacity in a reputed organization is desirable.

Candidate possessing the requisite qualification and experience should apply online at <http://www.ircc.iitb.ac.in/IRCC-Webpage/rnd/HRMSLoginPage.jsp> **Last date of receipt of application is 05-10-2017.** For internal candidates age relaxation is permissible. No hard copy application will be accepted. Shortlisted candidates called for test/interview will be required to attend at their own expenses.

**Asstt. Registrar (R&D)**

Copy to:

- 1.All Heads/In-charges of the Departments/Schools/Centres/Sections.
- 2.All Notice Boards.