

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

1st January, 2019

Circular No. 2019/1

WALK IN INTERVIEW

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:

Position & Salary	Executive Assistant (1 Post) Consolidated salary Rs.18000-26000/- p.m. +Out Of Campus Allowance (If applicable)
Qualification	Bachelors Degree in Arts/Science/Commerce and knowledge of Computer Applications. Proficiency in written and oral communication and in Computer applications. Work experience in similar capacity in a reputed organization is desirable.
Job Profile	Work as P.A. to Dean (R&D) / in the Admin section.
Duration of Appointment	1 year

Candidates possessing the requisite qualification are requested to report for **WALK IN INTERVIEW on Friday, 11th January, 2019**. Candidates are required to appear for a Written test (Syllabus is "General Aptitude, Communication Skills and Computer Skills") on **Friday, 11th January, 2019 at 9:30 A.M. at Seminar Room No-01, Victor Menezes Convention Centre (VMCC), IIT Bombay, Powai, Mumbai-400076 (reporting time: 9:15 A.M.)**

Candidates shortlisted after this test will have to appear for the personal interview which will be conducted on same day i.e **Friday, 11th January, 2019 at 02:30 P.M.** in the Conference Room, Dean (R&D) Office, 1st Floor, IRCC Wing, SJMSOM Building, IIT Bombay, Powai, Mumbai-400076 (reporting time: 02:15 P.M.) OR if the candidates turn up is large, the interview will be held on the next day i.e Saturday, 12th January, 2019 at 09:30 AM. **In such case, candidates will have to make their own accommodation arrangements.**

Candidates are requested to produce *curriculum vitae*, certificates of qualification, testimonials etc, in original and such others papers as the candidate may desire to place before the Selection committee.


Assistant Registrar
Admin., IRCC

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