

INDUSTRIAL RESEARCH & CONSULTANCY CENTRE
OFFICE OF THE DEAN(R&D)
INDIAN INSTITUTE OF TECHNOLOGY,BOMBAY

Circular No. 26/2016

Dated:23.03.2016

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:

Position & Salary	Executive Assistant (7 Posts) Consolidated salary Rs.18000-26000/- p.m. + out of campus allowance (OCA) as applicable.
Age	27 years (relaxation as per rules)
Qualification	Bachelors Degree in Arts/Science/Commerce/Law + Knowledge of Computer Applications. Proficiency in written and oral communication skills is essential.
Job Profile 1	All office work pertaining to accounts and administration/office/ purchase, inventory management /audit related work/ MOU related work.
Job Profile 2	To assist in Information Management and enhancing interaction with government / industry / external agencies.
Experience	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 07.04.2016.** 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.