INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT420/2023

Job Title
Project Assistant

Job Reference Number
50516738

Application End Date
04.01.2024

Type of Employment
Proj. Staff Contract

No. of Position(s)
 1

IITB Project Recruitment:

Project title: LTCC based targeted Hot Water cooling system for High Performance Computing (HPC).

About the project: The work involves all procurement and administrative support aspects of projects using ERP (SAP) and the GeM platform. It includes creating a purchase requisition, preparing a request for quotation, preparing comparative statements, conducting purchase committee meetings, making purchase orders, doing the stock entry, uploading all these things in the ERP and follow-up following the payment with the concerned offices, and creating FV60/FV75, scanning of bills and its accounting. Organize project review meetings, file work liaison with IRCC to prepare a statement of accounts and project utilization certificate, and communicate with the funding agencies.

Essential Qualifications & Experience:
BA/BSC/BCom/BBA or equivalent with knowledge of computer applications, English writing and spoken communication, and secretarial experience

Desirable qualifications:
1)   A minimum of one year of work experience at IIT Bombay is strongly preferred.
2)   Experience in using SAP and GeM procurement is a must. Should know how to keep accounts and prepare progress reports in the given formats.
3)   Assisting in arranging meetings, keeping records, trade inquiries, vendor communication, follow up with IRCC, MMD, cash section, etc., for smooth procurement and administration of projects.
 4)   Should be familiar with IITB admin and purchase setup.

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Pay Details:

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

General information:

The position is temporary for a period of 6 Months 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.

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