



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT154/2025

Job Title

Sr. Project Assistant

Job Reference Number

50711251

Application End Date

26.06.2025

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: Student Wellness Center Human Resources

About the project:

Student Wellness Centre is a counselling centre working as one of the many support systems within IITB to help students achieve their full potential. SWC focusses on the emotional, psychological and mental wellbeing of the students ranging from Bachelor's 1st year to PhD final year.

Essential Qualifications & Experience:

BSc/B.A/B.Com or equivalent degree with 4 years relevant experience

Candidate should have :

- Minimum 2 years of experience of working with public procurement platforms like GeM and Enterprise Resource Planning (ERP) systems.
- 2 years of experience working with medical/paramedical institutes.

Desirable Qualifications s Experience:

- Experience of working with confidential data.
- Scheduling appointments, managing assessments and generation of reports.
- Experience of Inter Departmental Liaising.
- Should have strong organizational and multitasking abilities, good verbal and written communication skills.

Job Profile:

The role will be as Senior Administrative Assistant where the selected candidate will need to handle:

- Administrative, financial and procurement related activities of the centre.
- Any other responsibilities as assigned by the In Charge.

Pay Details:

Level PR-A3: Salary range (35400 - 112400) per month + other allowances as applicable.

General information:

The post is temporary for one year and may be extended further on yearly basis subject to satisfactory performance and project extension.

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