



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT197/2024**

## **Job Title**

Sr. Project Assistant

## **Job Reference Number**

50608445

## **Application End Date**

05.07.2024

## **Type of Employment**

Proj. Staff Contract

## **No. of Position(s)**

1

## **IITB Project Recruitment:**

Project title: Biomedical Engineering and Technology Centre (BETC) Incubation

About the project: BETIC, IIT Bombay is a leading center of medical device innovation, with team members drawn from mechanical, BioMed, design, electronics, materials, and software backgrounds, who are working closely with leading doctors to develop, test and commercialize a variety of innovative and affordable products. The center is funded by several government agencies (RGSTC, DST, BIRAC, and others). The work environment provides considerable scope for learning and networking.

## **Essential Qualifications & Experience:**

MA/MCom/MCA/MBA or equivalent degree

OR

BA/BSc/BCom/BBA or equivalent degree with 2 years relevant experience

Desirable: Knowledge of Computer applications, Secretarial experience

Desirable - MBA in Human Resource Management

## **Job Profile:**

- Support the development and implementation of HR initiatives and systems.
- Be actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process.
- Create and implement effective onboarding plans.
- Develop training and development programs.
- Assist in leaves, enhancement, payroll, and performance management processes.
- Maintain employee records according to requirements.
- Developing and maintaining a hardcopy and softcopy documentation and filing system.
- Update and maintain procedures.
- Assist in lab maintenance, and administrative support, including consumables, supplies, accounts, purchases, stores, logistics, meetings, events, hospitality, documentation, and technical work of projects.
- Coordinate internal resources and third parties/vendors for the execution of multiple projects.
- The interface between various stakeholders to ensure product safety and performance.
- Implement design and development activities as per quality management systems like ISO 13485.
- Disseminate knowledge and good practices through courses, events, demos, visits, and exhibitions.

***Pay Details:***

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

***General information:***

The position is temporary for a period of 1 year 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](mailto:recruit@ircc.iitb.ac.in)