



INSTITUTE OF CHEMICAL TECHNOLOGY, MUMBAI

Category I Deemed-to-be-University, Elite Status & Centre of Excellence – Govt. of Maharashtra
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• MUMBAI • IOC BHUBANESWAR • MARATHWADA JALNA

STAFF RECRUITMENT - ICT-Odisha Off-campus

No. ICT-IOCB/Gen/Staff Recruitment/04

Date: 18th September, 2025

Ref. - Note approved by the Hon'ble VC as per request of Director IOCB dated 17.09.2025

Applications are invited for the following staff position to be filled on a **Contract (purely on temporary) basis** for the period of 11 months at ICT-Odisha Off-campus, Bhubaneswar, for the academic year 2025-26.

The soft copy of detailed Bio-data and supporting documents can be submitted to recruitment.iocb@ictmumbai.edu.in on or before **03/10/2025**.

Sr. No.	Name of Post	ICT- Odisha Campus
1	Store Superintendent	01
2	Placement Officer	01
3	IT Assistant	01
4	Accountant	01

Consolidated Pay and other essential and desirable conditions for appointment to above 11 months' contractual staff positions are as follows -

Sr. No.	Name of Post	Qualification	Desirable Skills	Consolidated pay
1	Store Superintendent	Bachelor's degree in Business Administration / Logistics/ Supply Chain Management/ Commerce	Work experience 3-5 years in store management or related fields like inventory control, logistics is desirable.	Rs. 40,000/-
2	Placement Officer	Master Degree in Business Administration / master's in HR, Career Counselling can be advantageous &	Work experience 3-5 years in the placement department. Excellent interpersonal and communication skills for dealing with students, recruiters and industries. Ability to build industry connections.	Rs. 40,000/-

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3	IT Assistant	B. Tech. / B.Sc. / M.Sc. / 3 years Diploma in Computer Science / IT. Higher qualification will be preferred	Desirable experience of 2-3 years. CCNA / MCSE / Hardware Networking.	Rs 30,000/-
4	Accountant	Bachelor's/ Master's degree in Commerce, Accounting	Work experience 3-5 years in accounting and Financial Management. Compatibility with Tally/GSTIN/Income Tax Returns/Reconciliation/Financial analysis and reporting/Microsoft Excel/PFMS.	Rs 40,000/-

Post wise detailed Job Descriptions are mentioned below:

Store Superintendent:

- Overseeing procurement, storage, and issuance of supplies like stationery, equipment for labs, maintenance materials for the institution.
- Inventory Control: Managing stock levels, conducting audits of institutional stores.
- Coordination: Liaising with departments for supply requisitions, ensuring timely availability of materials.
- Budget Management: Might involve handling budgets allocated for stores and supplies.
- Compliance: Ensuring adherence to institutional policies, possibly regulatory norms for procurement and storage (especially for items like chemicals in labs).

Placement officer:

- Communication: Excellent interpersonal and communication skills for dealing with students, recruiters.
- Networking: Ability to build industry connections.
- Relationship Management: With companies, faculty, students.
- Organizational Skills: For managing placement processes, events.
- Analytical Skills: For tracking placement data, outcomes.
- Problem-Solving: Handling challenges in placement processes.
- Knowledge of Industry Trends: Awareness of job market dynamics.

IT Assistant:

- Provide comprehensive first-line technical support for hardware, software, and network-related issues and able to diagnose and resolve technical issues
- Install, configure, and maintain computer systems, peripherals, and software applications while ensuring proper documentation.
- Monitor and maintain computer system and network infrastructure, including regular system updates, patches, and security protocols. Strong working knowledge of computer hardware components, network protocols, and ability to diagnose and resolve technical issues effectively.
- Managing Network Firewall / Server / Network Switches / Biometric/ CCTV / Managing Active Directory / Domain Controller / TCP/IP/ DNS / DHCP / End Point Security / Hands on experience in Blade server is desirable. Installed and configured Windows Server environments, addressing operational needs.
- Having sound knowledge in security, network topologies, operating system, email management and data communications

- Assist in user account management, including setup, permissions, and access control across various platforms.
- Perform regular system maintenance tasks, including backup operations and data recovery procedures.
- Support the implementation and maintenance of IT security measures and best practices.
- Create and maintain technical documentation, user guides, and standard operating procedures.
- Collaborate with other IT team members on projects and provide cross-departmental technical assistance to manage inventory for IT equipment across multiple departments.
- Managing and troubleshooting having sound knowledge in Windows & Linux.
- Collaborate with vendors to troubleshoot hardware and software problems.
- Able to work independently and as part of a team. Must be willing to work beyond normal business hours in response to emergency situations or to attend any emergency service as and when needed.
- Asset record Maintenance
- To assist the System Executive in controlling/performing technical works /systems of ICT-IOCB with other documentation works as assigned by the authority from time to time.

Accountant:

- **Responsibilities:**

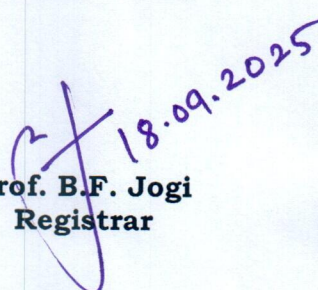
- Maintain accurate financial records and prepare financial statements
- Manage accounts payable and receivable
- Ensure compliance with accounting standards and regulatory requirements
- Analyze financial data and provide insights to management
- Prepare and file GST returns and income tax returns
- Perform reconciliation and ensure accurate TDS compliance
- Support the finance department in managing and maintaining financial systems

- **Requirements:**

- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Adaptability and willingness to learn new financial regulations and systems.

Important Note -

All rights to fill the number of posts or to extend the advertisement dates or to cancel the partial/full advertisement, etc. are reserved with the Competent Authority of Institute. The rights of the Institute can be exercised without any prior notice or information.


Prof. B.F. Jogi
Registrar