



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/02

Date: 15th June, 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 **28/07/2025**.

Sr. No.	Name of Post	ICT- Odisha Campus
1	Technical Operator	01
2	System Assistant	01
3	IT Assistant	01
4	Accountant	01
5	Junior Clerk	02
6	Office Assistant	01

Pay scales 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	Technical Operator	B.E/B.Tech/M.Sc/PhD (Science)	Work experience in a relevant field, such as handling and maintaining scientific equipments, understanding calibration, and maintaining instrumentation records. Experienced candidates will be preferred.	Rs. 40,000/-

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2	System Assistant	B.Tech./ M.Tech / B.Sc / M.Sc / in Computer Science / Information Technology with 60% marks or candidates having MCA with 60% Marks at MCA level	ERP / MIS / Database Management / Data Analysis / Microsoft Excel	Rs. 40,000/-
3	IT Assistant	B. Tech. / B.Sc. / M.Sc. / 3 years Diploma in Computer Science / IT. Higher qualification will be preferred	CCNA / MCSE / Hardware Networking	Rs 30,000/-
4	Accountant	Bachelor's/ Master's degree in Commerce, Accounting, or related field & 3 years of experience in accounting and financial management	Tally/GSTIN/Income Tax Returns/Reconciliation/Financial analysis and reporting/Microsoft Excel/PFMS	Rs 40,000/-
5	Junior Clerk	Any Bachelor's degree in a relevant field & 3 years of experience in clerical or administrative role	Basic computer knowledge/Data entry and record-keeping/Communication and interpersonal skills/Proficiency in MS Office (Word, Excel, PowerPoint)	Rs 25,786/-
6	Office Assistant	Any Bachelor's degree in a relevant field Desirable Skills	- Basic computer knowledge - Data entry and record-keeping - Communication and interpersonal skills	Rs. 20,000/-

Post wise detailed Job Descriptions are mentioned below:

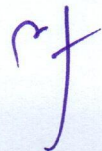
Technical Operator:

- Maintaining instrumentation records and instrument user forms.
- Keeping a record of samples received from the faculty, industries, and other academic institutes.
- Keeping a record of consumables of equipment and pre-ordering the same.
- Taking responsibility for equipment maintenance, such as purchasing parts and repairing if required.
- Ensure instrumentation facilities are well-maintained and ensure smooth functioning, including documentation.
- Assist operators during equipment running if required.
- Regular reporting to the Instrumentation committee regarding operational status and technical issues, if any.

System Assistant:

- Handling MIS / EXAM / SAMARTH PORTAL / OUTLOOK / ZOOM 2-3 years of experience in IT support or a related role having strong understanding of computer systems
- Basic understanding of operating systems, networking, and application issues, ensuring minimal disruption.
- To assist the System Executive in controlling/performing of the MIS / Samarth / Technical works/systems of ICT-IOCB with other documentation works as assigned by the authority from time to time
- Excellent problem-solving and troubleshooting skills.
- Configuration of MIS module and maintain operation and execute data processing system through MIS implementation including configuration, customization, and integration of different modules of MIS.
- Supporting the MIS department in managing and maintaining the organization's information systems. This includes tasks like data analysis, report generation, system maintenance, and ensuring data accuracy and accessibility.
- Must be having strong communication and interpersonal skills. Working with other departments to understand their data needs. Collaborating with the MIS team to ensure efficient system
- Manages and maintains Microsoft Windows applications, systems, assigns email accounts and establishes email addresses; maintains and updates email distribution lists.
- Confidential information due to full access to computer network files, passwords, and user activity.
- Strong analytical and problem-solving skills. Ability to work independently and as part of a team. Adaptability and willingness to learn new technologies.
- Able to work independently and as part of a team. Must be willing to work to work beyond normal business hours in response to emergency situations or to attend any emergency service and as and when needed.

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 data communications
 - Assist in user account management, including setup, permissions, and access control across various platforms.
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- 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 and to manage inventory for IT equipment across multiple departments.
- Managing and troubleshooting having sound knowledge in Windows & Linux.
- Collaborated with vendors to troubleshoot hardware and software problems.
- Able to work independently and as part of a team. Must be willing to work to work beyond normal business hours in response to emergency situations or to attend any emergency service and 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.

Junior Clerk:

- **Responsibilities:**

- Maintain accurate records and files
- Perform data entry and data management tasks
- Assist in preparation of reports and documents
- Manage and maintain office supplies and inventory
- Provide administrative support to the team
- Ensure confidentiality and handle sensitive information

- **Requirements:**

- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Adaptability and willingness to learn new tasks and responsibilities
- Ability to work accurately and efficiently.

Office Assistant:**Responsibilities:**

- Maintain accurate records and files
- Perform data entry and data management tasks
- Assist in preparation of reports and documents
- Manage and maintain office supplies and inventory
- Provide administrative support to the team
- Ensure confidentiality and handle sensitive information.

Requirements:

- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Adaptability and willingness to learn new tasks and responsibilities
- Ability to work accurately and efficiently.

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.



17/16.07.2025
Prof. B.F. Jogi
Registrar