



Date: Feb. 14,
2020

Applications invited for Project Office Assistant/ Assistant Project Manager in project #IITM/DBT-RF/SS/205

1. Vacancies available: 1

2. Tasks: The candidate will work on following aspects:

- Assist the project PI in all duties related to record keeping, inventory management, accounts and purchasing processes in the PI's projects
- Liaise between PI and project staff when required, maintain attendance records, staff records and participate in HR management
- Take charge of preparing project reports and filing paperwork on behalf of the PI, and organize project meetings
- Help students and staff in preparing reports and organizing presentations

3. Duration: The initial appointment will be for a period of one year and can be extended until the end of the project subject to the performance of the candidate and availability of the funding.

4. Qualification: Candidate should possess B.Sc./B.A./B.Com./B.B.A./B.C.A. or equivalent for Office Assistant position. For the Asst Project Manager, candidates should have additional 3 years work experience or a Master's degree. Relevant work experience is desired. Candidates possessing higher than the minimum required qualification are also encouraged to apply.

5.Skill Required-

- Should be strong in arithmetic and have a good working knowledge of spreadsheets e.g. Excel
- Strong in English (written and oral) and communication with patience to fill paperwork methodically and thoroughly. Evidence of prior scientific writing will be considered positively.
- Should be eager to learn, multitask, careful in duties, sincere and punctual

6. Salary-Consolidated INR 10,000 to 30,000 per month based on relevant experience and interview performance, as decided by interview committee.

7. How to Apply: Interested candidates should email their latest CV to srikant_srinivasan@iitmandi.ac.in within 15 days of posting of advertisement with **email subject line 'Assistant DBT-RF/SS/205'**. Candidates may also email with any queries.