



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT086/2025**

## **Job Title**

Assistant Project Manager

## **Job Reference Number**

50687300

## **Application End Date**

15.04.2025

## **Type of Employment**

Proj. Staff Contract

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

1

## **IITB Project Recruitment:**

Project title: Maharashtra Drone Mission

About the project: MDM is funded by the Government of Maharashtra towards fully leveraging drone technology for use by society in various applications. IIT Bombay will be the nodal agency and will be associated with multiple regional and district level centres for the successful implementation of the project. This project is multifaceted as it involves R&D, prototype development, field demonstration, capacity building and policy making in terms of drone development and its usage in various applications.

## **Essential Qualifications & Experience:**

MTech/ME/MDes or equivalent degree

OR

BTech/BE/MA/MSc/MCA/ MBA or equivalent degree with 2 years relevant experience

Candidate should have relevant experience in:

- Overseeing daily administrative operations and ensure smooth workflow including team coordination for project planning, execution, monitoring and completion of various large-scale projects.
- Submission of timely project progress reports, presentations and fund releases from various funding agencies related to the project.
- Liaising with the Maharashtra government, other Central and State bodies and meetings with the stakeholders for projects related activities.
- Execution of industry-academic MoUs and agreements, liaising with various industries and funding agencies for project-related outreach activities.
- Coordination of various meetings, conferences, workshops and events, including logistics and documentation.
- Should have strong organizational and multitasking abilities, excellent verbal and written communication skills.
- Working with Government rules in financial procedures for academic institutions and should have executed various procurements related to projects.
- Handling SAP ERP platform for various procurements in IIT Bombay.
- Working with IIT Bombay's professors providing support for their academic as well as project-related work.

### ***Job Profile:***

- Manage administrative and financial related activities of the project.
- Handling the procurement procedure of inventory of the project.
- Provide administrative support to PI and team to ensure efficient operation of office.
- Expected to lead the workshops initiative of the project and organize training programs and related events about the project.
- Liaising with vendors for various purchases of the project.
- Any other work as per requirement.

### ***Pay Details:***

Level PR-O1 : Salary range from Rs.33600 to Rs. 67200 + Rs.6250.00/- Out Of Campus Allowance (if applicable) p.m.

### ***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)