



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT228/2025

Job Title

Project Assistant

Job Reference Number

50769335

Application End Date

22.10.2025

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: IRCC STAFF RECRUITMENT

The temporary appointment is for Industrial Research & Consultancy Centre (IRCC), Office of Dean (R&D)

Essential Qualifications & Experience:

Applicants with following set of essential qualification(s) and mandatory experience can apply for position(s) of "Project Assistant" post in the area of IPR.

B.Sc/ B.E/ B.Tech in any Engineering/ Technology/ Science discipline, with any one of the following :

- 1 Year experience in the field of IPR after qualifying degree

OR

- Post Graduate Diploma (one year or 6 months) in IPR

Job Profile:

- Liaising between innovators and external legal counsel to ensure compliance of administrative, legal and regulatory obligations for IP applications.
- Regularly auditing the IP portfolio for effective data, record and deadline management.

Pay Details:

Level PR-A2: Salary range (21700-69100) per month + other allowances as applicable.

General information:

- The position is temporary for a period of 1 year and tenable further, subject to requirement and satisfactory performance.
- Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://rnd.iitb.ac.in/jobs> link. The soft copy of the application/resume sent over e-mail to any IRCC

Officials will not be considered for the selection process.

- Applicants are encouraged to apply and submit the online application on time and not wait until the last date to avoid potential issues like website crashes, high traffic, or technical problems leading to non-submission of application.
- Incomplete application shall be summarily rejected.
- The applicants should ensure at their end that they have read and understood the requirement of the advertisement and they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University /Institute.
- Applicants should give all relevant details of qualification and experience with supporting documents, if any.
- Applicants should upload a copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority. Failure to submit the supporting document may result in rejection of the application.
- Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.
- No correspondence/ personal inquiries shall be entertained from applicants regarding conduct and result of Written test/ Skill test and reasons thereof, for not being called.
- Selection Process:

The selection process comprises a written skill test consisting of questions related to IPR. To be eligible for recruitment, a candidate is required to obtain a minimum of 60% marks in the written skill test.

A shortlist shall be drawn from the list of qualified candidates in written skill test in order of merit. An additional qualifying test may be conducted, if deemed necessary by the recruiting authorities. Candidates obtaining more than 60% in the qualifying test will be eligible to write the written skill test.

- The selected candidate needs to join on IMMEDIATE BASIS.
- 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 Selection Process.
- A panel may be created for future requirements; however, the authority to create or not create such a panel, and to determine its operation, shall remain solely at the discretion of IRCC/PI.
- IRCC/PI reserves the right on the entire recruitment process. The decision of IRCC/PI shall be final and binding.
- For any queries related to submission of online application, the applicant may send e-mails on: recruit@ircc.iitb.ac.in