

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI – 400 076**

Advertisement No. G-77/2011-12

Indian Institute of Technology, Bombay, an Institute of National importance, is looking for suitable person for the following position :

OFFICER ON SPECIAL DUTY [(Temporary for a period of 3 years) (1-Post)] :

Qualification & Experience:

Bachelors degree in Engineering/Masters degree in Computer Applications with 8 years or more post qualification experience

OR

Masters degree in Engineering (or MBA) / Ph.D (Engineering or Management) with 5 years or more post qualification experience.

The incumbent should have experience in having independently executed/headed Project Management of IT related projects greater than Rs. One crore in value, in Academic/ Industrial/ Government Agencies. Candidates with knowledge of ERP systems will preferred.

Job Profile:

The incumbent is required to plan, oversee and execute procurement and implementation of a commercial ERP system for IIT Bombay. The work shall include extensive internal and external user interaction, compilation of existing administrative processes, participating in creation of RFP, POC & SRS documents, process audit, process re-engineering, change management, consultant & vendor selection and user training work.

Salary range : Rs. 58000/- to Rs. 78000/- p.m. with yearly raise of Rs. 5000/-

Age limit : Preferably below 45 years.

General Information :

- Post is on-contract/temporary.
- No interim correspondence will be entertained.
- Persons employed in government and semi-government organization or Educational Institution must apply through proper channel. To avoid delay an advance copy of such application, complete in all respect may be sent super-scribing on the top of the application, "ADVANCE COPY"
- The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- The Institute reserves the right to fill or not to fill the post advertised.
- Incomplete application will not be entertained.
- The application may be sent sufficiently in advance avoiding postal delays.
- Family accommodation will be provided in the campus as per rules and subject to availability.
- Institute temporary employees are entitled to medical facilities (OPD only) in the Institute Hospital.

Application form can be downloaded from <http://www.iitb.ac.in/jobs.html>

Last date for receipt of application to reach Registrar, IIT Bombay, Powai, Mumbai – 400 076 is 24.02.2012.

Date : 01.02.2012

REGISTRAR