

Dean Infrastructure & Planning (DOIP)

Advertisement Number: P.Rect./IP/DOAD/2026/13

Date: 23/02/2026

Applications are invited from Indian nationals for the following project post

Post: Assistant Project Manager - 01 Post

Consolidated Pay: 21000-1800-53400

Essential Qualification and Post Qualification Experience For

Assistant Project Manager - Post Graduate (M.Sc./ M.A./ M. Com/ MBA/ MCA/ LLM) **Or** Graduate (B.Sc./ B.A./ B.Com/ BBA/ BCA/ LLB) + 3 years of relevant experience

Job description:

Assistant Project Manager: Experience in maintenance of all office records, book - keeping and documentation of inward and outward documents in a systematic manner. The project work will involve handling project management software for up-to-date information of Tenders, Contract Extension, Estimates etc. Maintaining up to date database files of all DOIP forms, requests, communications, project tracking sheets, etc. Good knowledge of office automation. Maintaining Office work as required by Office in-Charge.

Desirable Qualifications:

Assistant project Manager: Diploma in Computer, Good knowledge in computer maintenance & Networking Knowledge of Troubleshooting & Installation, office Automation, Hands on experience in MS Office. Good communication skills and teamwork. Relevant experience of 10 years or more.

Interested candidates must apply on in given proforma (Form No. [DOAD-IP-203](#)) and all application related self-attested documents should be sent to the below mentioned e-mail ID on or before **16 March 2026 (5:30 PM)**. Address should be mentioned for receiving of application. Please note that this appointment is purely temporary in nature. Please note that this appointment is purely temporary in nature for a maximum period of one year or date of expiry of project, whichever is earlier.

Instructions for sending application:

Application should be e-mailed to officer2_ip@iitk.ac.in before 16 March 2026 (5:30 PM).

(Principal Investigator)