



Birla Institute of Technology & Science, Pilani
K K Birla Goa Campus

Date: 05 July 2021

Advertisement for the position of an office Assistant under the IDDRI, France sponsored project

Applications are invited for the position of ‘**Office Assistant**’ in the Department of ‘Humanities and Social Sciences’ at BITS Pilani, K. K. Birla Goa Campus, Goa, on contractual basis for an initial term of 6 months, in project titled “From NDCs to pathways and Policies: Transformative climate Action After Paris” sponsored by IDDRI, France. The position is renewal on satisfactory performance.

Principal Investigator: Dr. Rajiv Kumar Chaturvedi

Education and Experience: Graduate in any discipline, Prior office work experience is preferable. Expected work includes drafting official letters in Microsoft Word, doing basic calculations in MS Excel, able to update websites and a team player.

Remuneration (Rs.): 16,000 (fixed)

Last date of Application: 30th July, 2021

Address to apply: Interested candidates may send application and curriculum vitae with details of research experience to the principal investigator (email:rajivc@goa.bits-pilani.ac.in). The position is now open and will be closed on selection of a suitable candidate.



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