

ADVERTISEMENT TO FILL UP PROJECT POSITIONS*

Applications are invited from Indian nationals only for project position(s) as per the details given below for the consultancy/research project(s) under the Principal investigator (Name: Prof. Rajat Agarwal.), Dept./Dean SRIC Office, Indian Institute of Technology, Roorkee.

1. Title of project SRIC Development Fund
2. Sponsor of the project: Dean SRIC
3. Duration: One Year
4. Project Position (s) and Number, Minimum qualification, Monthly consolidated emoluments and job description:

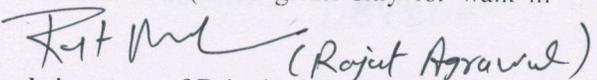
Project Positions	No. of Position	Minimum Qualification	Monthly emolument (Rs.)	Job Descriptions
Project Assistant (Admin)	02	Graduation with at least 10 years of relevant Experience.	15000/- to 45000/- + HRA	<ol style="list-style-type: none">1. Coordinating and Maintaining of all Consultancy Projects, management of project from registration to the closure of the same, Dealing with all kind of letters related to Consultancy Project, Data entry on software and letter typing, Dealing with MoUs b/w IIT Roorkee and Sponsor agency, preparing of Project Database, Preparation of reports, Internal and External office Communication, Data compilation and processing related to projects, RTI Correspondence.2. Management of Accounts related activities, Preparation of Utilization Certificate, Statement of Expenditure, Internal and External office Communication, Data compilation and processing related to Projects, Dealing with letters regarding National and International Conferences and Workshops, Updating EAT module on PFMS, Generating GFR form on PFMS, GeM portal Entries Operating Bharatkosh Portal.

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email, by post or produce at the time of Interview:
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - Experience including research, industrial field and others.
 - Attested copies of degree/certificate and experience certificate.
3. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
4. Preference will be given to SC/ST candidates on equal qualifications and experience.
5. Please note that no TA/DA is admissible for attending the interview.

The last date for application to be submitted to office of Principal Investigator is _____ by 5 PM.
(not applicable for walk in interview)

The interview will be held at SRIC Office on 25/02/2021 at 11:00 AM at (to be given only for walk in interview)

Tel: _____ Fax: _____
Email: adii@iitr.ac.in


Name and signature of Principal Investigator

*To be uploaded on IIT Roorkee website and copy may be sent to appropriate addresses by PI for wider circulation.