INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(DEAN OF RESOURCES AND ALUMNI AFFAIRS)

ADVERTISEMENT TO FILL UP PROJECT POSITIONS

Dated: 16-03-2020

Applications are invited from Indian nationals only for project position(s) as per the details given below for the research project(s) under the Principal investigator (Name: **Prof. B. R. Gurjar**), Dept./Centre: **Dean of Resources and Alumni Affairs (DORA)**, Indian Institute of Technology Roorkee.

1. Title of Project : **DORA Promotional Account**
2. Sponsor of the project : **IIT Roorkee,**
3. Duration : **For six months**
4. Project position(s) and number:

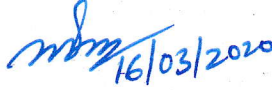| Project Position(s)	No. of Positions	Minimum Qualification & Experience	Monthly Emolument	Job Description
Project Officer (Admin/ Account)	01	**Qualification:** CA / MBA (Finance) **Experience:** At least 4 years Practical experience related to management of finance and accounts, operations, resource mobilization, CSR activities etc.	Consolidated amount (within the range of Rs. 25,000/- to Rs. 50,000/-) + HRA	Data analysis, preparation of reports, internal and external office communication, overall management of DORA office including finance and accounts, planning and executing activities to improve the institute-alumni connect, meeting and interacting with various stakeholders, etc.
Project Assistant (Admin)	01	**Qualification:** B.S.W. / B.A. (S.S.) **Experience:** At least 10 years of practical experience related to: Liaisoning with corporate houses and philanthropic organizations to connect them with the institute for mobilizing resources, donations, CSR funds etc.	Consolidated amount (within the range of Rs. 15,000/- to Rs. 35,000/-) + HRA	Liaisoning with various stakeholders, e.g., alumni, students, faculty, etc. to mobilize resources, dealing with donors, financial statements, MOUs and supporting any other activities of DORA office.
Project Assistant (Admin/ Account)	01	**Qualification:** B.Com./B.B.A. (Finance) **Experience:** At least 05 years of practical experience related to: Accounts, Office assistance, Data compilation and processing, and information management, etc.	Consolidated amount (within the range of Rs. 15,000/- to Rs. 25,000/-) + HRA	Data compilation and processing related to the students' scholarships and awards, communication with students, departments, and other stakeholders, conducting award ceremonies etc.
Project Attendant	01	**Qualification:** 10th pass **Experience:** At least two years' experience related to office supporting activities and skills of computer related working, e.g., Word, Excel, PowerPoint etc.	Consolidated Rs. 10,000/- +HRA	Diary maintenance and dispatch of posts, data entry, maintenance of office records, and assisting in various activities of DORA office.

Necessary Skills:

1. **Very good communication skill in English (both written & verbal) for first two positions**
2. **Good practical experience in computer applications**

Note:

1. Job description given against each project at position is indicative and not the exclusive. Each project employee would be required to work in team across all activities of the project. Candidates with experience related to the job descriptions mentioned in above table would be given preference.
2. A contractual project staff to be appointed against this advertisement shall execute a Contract Agreement with P.I. at the time of joining with explicit provision that either side, the staff or P.I. may terminate the contract, by giving one-month' notice or one month's consolidated emoluments in lieu of the notice.
3. Candidates before applying for the position shall ensure that they are eligible for the position they intend to apply. Selection would be based on screening of applications followed by interview of most suitable applicants.
4. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator **through email or by post** on or before the last date of application:
   a) Application on a plain paper with detailed CV including chronological order of degrees/certificates obtained.
   b) Details of work done and experience, especially relevant to the position applied for.
   c) Attested copies of degrees/certificate and experience certificates.
5. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
6. Preference will be given to SC/ST candidates on equal qualifications and experience.
7. Please note that TA/DA is **not admissible** for attending the interview.

The last date for application to be submitted to office of Principal Investigator is 5ᵗʰ April 2020 (by 5 P.M.).

Tel: 01332- 285840
Email: dora.office@iitr.ac.in

16/03/2020

(Prof. B. R. Gurjar)
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.

17/03/2020

डीन (स्रिक)//(Dean SRIC)
भा॰ प्रौ॰ सं॰ रुड़की/IIT Roorkee
17/3/20