

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
175 YEARS OF CELEBRATION COMMITTEE OFFICE**

ADVERTISEMENT TO FILL UP IT PROJECT POSITIONS*

Applications are invited from Indian nationals only for IT Systems Manager/Developer(s) as per the details given below on occasion of IITR's 175 years of celebration under Prof Arun Kumar, Chairman, Institute's 175 years of celebration committee office, Indian Institute of Technology, Roorkee.

1. Title of project: IITR-175 years of Celebrations
2. Sponsor of the project: IITR
3. Project position(s) and number: Project Associate – 1 no.
4. Qualifications: Bachelor degree in Information Technology/ IT project management, or any related field
5. Experience: Preferably 1 year in the field of project management or similar.
6. Emoluments: Rs. 25,000/ to Rs. 60,000/- + HRA
7. Duration: 6 months
8. Job description: To carry out the following activities:
 - (a) Designing, developing, implementing and coordinating systems, policies and procedures in sync with the celebration's theme and requirements.
 - (b) To compile the information from different groups required to celebration committee
 - (c) To follow up with different groups of the institute on the decision taken by the committee
 - (d) To communicate through emails, telephones and messages to different offices and groups
 - (e) To identify the gaps and barriers and bring out to the notice of chairman of the celebration committee
 - (f) IT systems in coordination with multiple teams of the event.
 - (g) To assist the celebration committee

Should have established skills in communication, drafting minutes and reports, developing material for institute and alumni community. The candidate should have established skills in interpersonal communication and strong command of project management principles, procedures and best practices with IT support. He/She should also be pro-active in multiple tasks along with good problem solving skills.

Conditions:

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to apply and send their applications only by email along with the scanned copy of following documents to the office of Principal Investigator through email
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - Experience including research, industrial field and others.
 - Self-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 only by email to office of Principal Investigator is April 30, 2022 by 5 PM.

(ARUN KUMAR)
Name and signature
of Principal Investigator

Email: 175years@iitr.ac.in

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