SRIC/06

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
DEAN OF RESOURCES AND ALUMNI AFFAIRS

Dated: **08-10-2018**

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 research project(S) under the Principal investigator (P.I.) **Prof. B.R. Gurjar, Dean of Resources and Alumni Affairs**, Indian Institute of Technology Roorkee.

1. Title of Project   : **DORA Promotional Account**
2. Sponsor of the project   : **IIT Roorkee**
3. Duration   : For one year with a possibility to renew the yearly contract based on the performance
4. Project position(s) and number for office of Associate Dean (International Relations):

Project Position	No. of Positions	Minimum Qualification	Monthly Emoluments	Job Description
Project Assistant (Technical)	01	B.Tech./B.E. in any branch of engineering, B.Arch., M.Sc./M.C.A., with at least 3 years of relevant experience	Rs. 15000/- to 45000/- +HRA	Database management of international students, exchange students and international collaborators, Preparation of newsletters and digital documents, Online portal management, website content preparation, and other ADIR office activities
Project Assistant (Admin)	02	Graduation, with at least 3 years of relevant experience	Rs. 15000/- to 30000/- +HRA	Management of finance & accounts related activities, Preparation of bonafide certificates, Accommodation of international students, Admission process of international students and exchange students, and other ADIR office activities
Project Officer (Admin)	01	M.A/M.Sc/M.Com/ M.B.A/C. A, with at least 4 years of relevant experience or Ph.D. in Engg./Science/Arts	Rs. 25000/- to 75000/- +HRA	Coordinating with international offices of foreign institutes, foreign missions in India and FRRO office. Hospitality of international visitors, processing and maintaining MOUs, Managing applications for international fellowships.

Necessary Skills:

1. **Proficiency in computer based data processing**
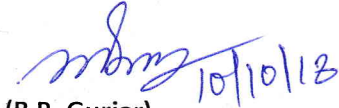2. **Good communication skill in English (both written & oral)**

Note:

1. Job description given against each project position in 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 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 the contract may be terminated be either side, staff or P.I., giving one month's notice or one month's consolidated emoluments in lieu of the notice.

3. Candidates before applying for the position shall ensure that 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 document to the office of Principal Investigator **through email or by post** on or before the last date of application:
   a) Application on al 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 who will be invited for interview 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 no TA/DA is admissible for attending the interview.

The last date for application to be submitted to office of Principal Investigator is **15th November 2018 by 5 PM.**

(B.R. Gurjar)
Name and signature of Principal Investigator

Prof. B. R. Gurjar
Dean of Resources & Alumni Affairs
Indian Institute of Technology Roorkee

DEAN OF RESOURCES & ALUMNI AFFAIRS (DORA)
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE # 247667, Uttarakhand, INDIA

Send applications by email to: **dora.office@iitr.ac.in** , Copy to: **adir@iitr.ac.in**

Tel: (+91-1332) 285840, 285881 **Fax:** (+91-1332) 275568

DORA office Website: **https://alumni.iitr.ac.in/**

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

डीन (शैक)/(Dean SRIC)
आइ. आइ. टी. रुड़की/IIT Roorkee