

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

DEAN'S OFFICE IIT ROORKEE
Dist No: 8098..Date: 17/3/23
Sent to: Sh. S.K.
Supdt. A.P. (Admin.)

ADVERTISEMENT TO FILL UP PROJECT POSITIONS

Dated: 15-03-23

Applications are invited from dynamic Indian nationals only for project position(s) as per the details given below for the research project(s) under the Principal Investigator (Name: **Prof. Partha Roy**), 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 one year (Extendable based on performance)**
4. Project position(s) and number:

Project Position (s)	No. of Positions	Minimum Qualification	Monthly Emoluments	Job Description
Project Associate	01	Qualification: Good Academic record with Masters in Commerce & MBA Degree. Good communication skills in Verbal & Written (in English) is mandatory. Experience: Minimum 05 years' experience of office/administrative work in a reputed institute/organization, having a good working knowledge of computer operations.	Rs. 25000/- to 60000 +HRA)	To Organize multiple meetings within /outside India with Alumni to promote donation schemes of the Institute and communicating with Donors for the same. Responsible to handle End to end process of MoU, starting from drafting to implementation. Maintaining all records of MoUs and Related Documents, Updating and Maintaining MoU archives. Coordination with different departments for smooth funning of scholarship / Awards Implementation. Should be expert in Content Writing, drafting of letters/emails communication and any other related office activities.
Project Associate	01	Qualification: B.Tech. in Computer Sciences & Engineering or IT / MCA. Experience: At least 5 years of relevant experience with a proven track record.	Rs. 25000/- to Rs. 60000+HRA)	Web designing, layout, and coding of a website, Programming in PHP/dot net/Python, Developing and customizing applications with PHP, Ajax, and CMS Expert, developing database applications using MySQL, Designing responsive pages in HTML5, CSS3, JavaScript, jQuery, web application.
Project Assistant (Technical)	01	Qualification: B.Tech. in Computer Sciences & Engineering or IT / MCA. Experience: At least 2 years of relevant experience with a proven track record.	Rs. 25000/- to Rs. 45000+HRA)	Developing and customizing applications with PHP, developing database applications using MySQL, Designing responsive pages in HTML5, CSS3, JavaScript, jQuery, web application, Web designing, layout, and coding of a website, Programming in PHP/dot net/Python.

R. C. Roy
15/3/2023

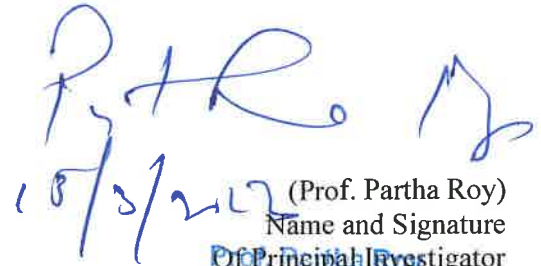
Project Assistant (Admin)	01	Qualification: Bachelor's degree in Commerce followed by M.B.A. in Finance. Experience: At least 2 years of relevant experience with a proven track record.	Rs. 25000/- to Rs. 45000+HRA)	Monitoring of implementation of donor funded schemes, liaison with all the departments, preparation of reports, communication with donors regarding schemes and utilization of grants, checking of bills, processing of purchase files related to Dora office.
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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.
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 apply for the position should submit their applications with the following documents to the office of Principal Investigator through email 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 in reverse chronological order, 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, if shortlisted.
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.
8. Only the shortlisted candidates will be called for interview.
9. The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for Interview. Where number of applications received in response to an advertisement is large, the P.I. may restrict the number of applicants to be called for Interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Therefore, the applicants should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with the documentary evidences.

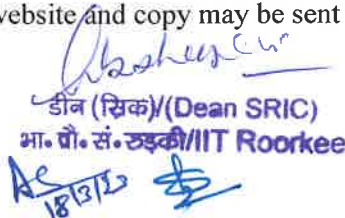
The last date for application to be submitted to office of Principal Investigator is 26 March 2023 (by 5 P.M.).

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


 (Prof. Partha Roy)
 Name and Signature
 Of Principal Investigator

Dean of Resources & Alumni Affairs
 Indian Institute of Technology Roorkee
 Roorkee-247 667, Uttarakhand India

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


 डीन (सिक)/(Dean SRIC)
 भा. प्रौ. सं. रुड़की/IIT Roorkee
 18/3/23