

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
**(AERB and ORS. Statutory Compliance Nodal Office)**

Dated: 26<sup>th</sup> October 2023

**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: Sri Prashant Garg), Registrar, Indian Institute of Technology, Roorkee.

1. Title of project : Regulatory Portals Management & Digitalization of records
2. Sponsor of the project : Institute Resources
3. Project position(s) and number : Project Assistant (Technical)
4. Qualifications & Experience : M.Com/MCA, along with a Diploma in Office Management or equivalent, and experience of 05 years or more in the required similar job profile.
5. Emoluments : 30000/- to 40000/- p.m.+ HRA
6. Duration : Expected 3 years
7. Job description : Technical Administrative (AERB, PESO, IWM etc.) work related to the project.
8. Conditions:
  - (i) Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
  - (ii) 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.
  - (iii) Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained. The candidate must mention their email, and contact phone number in their CV.
  - (iv) Experience including research, industrial field and others.
  - (v) Attested copies of degree/certificate and experience certificate.
  - (vi) Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification. In case of online interview the documents will be verified before accepting the joining.
9. Preference will be given to SC/ST candidates on equal qualifications and experience.
10. 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 13.11.2023 (15 days from Advt.) by 5 pm.**

Shortlisted candidates may be called for interview via online or offline mode as per the final decision of the screening committee. (Date of interview shall be communicated via email or phone/*not applicable for walk in interview*)

**Tel: 01332-285311**  
**Email: [registrar@iitr.ac.in](mailto:registrar@iitr.ac.in)**

  
**Name and signature**  
**Principal Investigator**

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