

FINANCE & PLANNING OFFICE
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Dated: 26.12.2023

ADVERTISEMENT TO FILL UP PROJECT POSITIONS*

Applications are invited from Indian nationals only for project position as per the details given below for the consultancy/research project(s) under the Principal investigator (Name: **Prof. Deepak Khare**), Dept./Centre **Dean, Finance & Planning**, Indian Institute of Technology, Roorkee.

1.	Title of Project	:	(i) Fund Management and Annual Accounts activities (ii) Management of budget allocation of MoE funds and Parliamentary MoE questions
2.	Sponsor of the project	:	Dean, Finance & Planning
3.	Duration	:	1 year
4.	Job description	:	Job descriptions given in the below table
5.	Project position	:	03


S.No.	Project positions	No. of posts	Qualification required	Jon Description	Amount per month
2.	Project Officer	01	<ul style="list-style-type: none"> • M.Com with 6 years' experience • Sound knowledge of accounting softwares. • Expertise in working in excel 	<ul style="list-style-type: none"> • Prepare the data for the Budget Advisory Committee (BAC) • Prepare and maintain the data related to BAC, budget allocation • Prepare of Annual Report, Director's Report for convocation • Coordination with departments and office for annual report data • FCRA accounts related activities • Funds allocation letter and record keeping • Parliament and MoE Question reply. 	Rs. 48000 /- + HRA
3.	Project Officer	02	Capable to work in the highly computerized / technologically advance environment.	<ul style="list-style-type: none"> • All the funds are sanctioned by the MoE in the PFMS/TSA only, and require monitoring and management of funds on a daily basis. • Preparation of various financial reports on a daily basis. • Development of new and modification of existing software's for finance & accounts with the help of the above project staff members. • Maintaining data of Internal Resource Generation (IRG) • Preparing the data for annual accounts of the institute • Maintaining the transaction details in other softwares • Bank reconciliation of accounts 	Rs. 39,600 /- + HRA

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Finance Officer through email only: fo@iitr.ac.in on or before **07.01.2024**
 - a) Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - b) Details of work done and experience, especially relevant to the position applied for.
 - c) Copies of degree 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. Please note that No TA/DA is admissible for attending the interview.

The walk in interview will be held at office of **Dean, Finance & Planning** on **08.01.2024** at **3:00 PM**


Dean (SRIC)/(Dean SRIC)
भा. प्रौ. सं. रुड़की/IIT Roorkee
As
2/1/24
Sudhanshu
02/01/2024
Singh
02/01/24


Dean, Finance & Planning
Name and signature of
Principal Investigator