

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Recruitment Cell)**

Dated: 27.07.2021

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: **Prof. Ravi Kumar**), Dept./Centre **Recruitment Cell**, Indian Institute of Technology, Roorkee.

1. Title of project: **Recruitment Cell Automation**
2. Sponsor of the project: **Internal Resources, IIT ROORKEE**
3. Project position(s) and number: **Project Assistant (Admin) - 01 No.**
4. Qualifications: **Master Degree with relevant office experience of 02 years.**
5. Emoluments: **Rs.25000 + HRA**
6. Duration: **Initially 06 months extendable on yearly basis on the basis of performance.**
7. Job description: **Assistance for preparing various Minutes of the meetings related to recruitment of various non-teaching posts, advertisement related works, preparation of invitations for experts & schedules of experts & candidates for various Selection Committee meetings, their TA/DA/Honorarium bills, handling online & telephonic queries, preparation & uploading of various letters/notifications etc. on website & channel-i and other office works as assigned from time to time. SAP related works.**

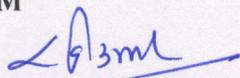
Conditions:

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator at the time of Interview:
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - 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 interview will be held at the **Office of Dean Administration** on **04.08.2021** at **11.30 AM**

Tel: 01332-286512

Email: recruitment@iitr.ac.in


Name and signature
of Principal Investigator

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

Approved
Manish
DEAN (SRIC)
27 July 2021.
As
27/7/21