



**FINANCE & PLANNING OFFICE**  
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Dated: 9.05.2022

**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. M.L. Sharma**), Dept./Centre **Dean, Finance & Planning**, Indian Institute of Technology, Roorkee.

1. Grant code : DFP-000-SF
2. Sponsor of the project : Dean, Finance & Planning
3. Duration : 1 year
4. Job description : Endowment, General Corpus and Investment accounting
5. Project position : 03

S.No.	Project positions	No. of posts	Qualification required	Amount
1.	Project Officer	01	<ul style="list-style-type: none"><li>• Chartered Accountant + Minimum 3 years' experience.</li><li>• Capable to work with latest accounting and taxation softwares.</li><li>• Capable to contribute in technologically advancement in accounting work and creation of secured environment for the receipts and payments of the Institute.</li></ul>	Rs. 60,000/- + HRA
2.	Project Assistant	02	<ul style="list-style-type: none"><li>• Post-Graduation in commerce/ MBA in Finance</li><li>• More than ten years of experience in accounting and handling accounts.</li><li>• Sound knowledge of accounting softwares.</li><li>• Expertise in working in excel</li><li>• Capable to work in the highly computerized / technologically advance environment.</li></ul>	Rs. 27,000 + HRA

5. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
6. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email, by post or produce at the time of Interview:
  - d) Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
  - e) Details of work done and experience, especially relevant to the position applied for.
  - f) Attested copies of degree/certificate and experience certificate.
7. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
8. 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 May 20, 2022 at 11:00 am

*Manish*  
09 May 2022  
डीन (सिक) (Dean SRIC)  
भा. प्रौ. सं. रुड़की/ IIT Roorkee

*(Prof. M.L. Sharma)*  
Name and signature  
of Principal Investigator