

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
DRDO Industry Academia Centre of Excellence (DIA-CoE) IIT Roorkee

ADVERTISEMENT TO FILL UP PROJECT POSITIONS*

Dated: May 10, 2024

Applications are invited from Indian nationals only for project positions as per the details given below for the project under the Director (Dr. Seema Vinayak) **DRDO Industry Academia Centre of Excellence (DIA-CoE)** Indian Institute of Technology Roorkee.

1. Title of Project: Establishment of DRDO Industry Academic Centre of Excellence (DIA-COE) IITR
2. Sponsor of the project: DRDO, Ministry of Defence, Govt. of India
3. Project Positions & number:

Position	No.	Minimum Qualifications	Monthly emoluments	Job Description
Project Officer (Accounts)	01	M.A./M.Com/M.B.A. with 05 years in Accounts work experience. Knowledge of computers (word, excel, PowerPoint etc.) is essential	Rs. 50,000/- plus HRA (with a provision of 10% Annual increment in Basic)	All accounts/Administrative work of the Centre which includes reconciliation of accounts for all projects funded by the centre, processing of purchase proposals, passing of bills, and arranging utilization certificates for various heads of accounts, Arrangements of logistics for all review meetings of the Centre.
Project Assistant (Technical)	01	03 years Diploma in Engg. With 05 years of relevant experience. Knowledge of computers (word, excel, PowerPoint etc.) is essential	Rs. 30,000/- plus HRA (with a provision of 10% Annual increment in Basic)	Support in lab setup, installation of various types of equipment in the labs, preparation of presentation for various meetings, scheduling communication, Arrangement of different events/meetings of the Centre. Any other work allotted by the Director.
Project Attendant	01	Intermediate	Rs.20,000 plus HRA (with a provision of 10% Annual increment in Basic)	Assistance in day-to-day work of the Centre, maintaining proper cleaning of the labs/office, distribution of dak, opening and closing of the office/lab and any other work assigned by the Director.

4. Duration: 05 years (or till the duration of the project whichever is earlier)
5. Candidates before applying for the position shall ensure that are eligible for the position they intend to apply. Selection would be based on screening of applications followed by interview of the most suitable applicants.
 - a. Candidates desiring to appear for the interview should submit their applications with the following documents to the P.I. (Director, DRDO Industry Academia Centre of Excellence(DIA-CoE) Indian Institute of Technology Roorkee by email or by post: -
 - a. Application with detailed CV including chronological order of degrees/certificates obtained.
 - b. Details of work done and experience, especially relevant to the position applied for.
 - c. Self-Attested copies of degrees/certificates and experience certificates.
6. Candidates shall bring along with them the original degree(s)/certificate(s) and experience certificates(s) at the time of interview for verification.
7. Preference will be given to SC/ST candidates on equal qualifications and experience.
8. Please note that no TA/DA is admissible for attending the interview.

The last date for application to be submitted to the office of the Principal Investigator is May 30, 2024 by 5.00 pm.

Email: director.diacoe@iitr.ac.in

APPROVED

Abhay Singh
10/5/24

डीन (सिक)/ (Dean SRIC)

भा. प्रौ. सं. रुड़की/ IIT Roorkee

Spaul
10/05/24

Dr. Seema Vinayak
10/5/24

Dr. Seema Vinayak
10/5/24

Seema Vinayak
Director

DRDO Industry Academia
Centre of Excellence (DIA-CoE)
(Principal Investigator)

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