

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(ACADEMIC AFFAIRS OFFICE)

Dated: May 28th, 2024

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. Naveen Kumar Navani**), Dept./Centre **Dean of Academic Affairs**, Indian Institute of Technology, Roorkee.

1. Title of project : (i) **Academic Affairs Office Automation (AAA)**
(ii) **Prime Minister's Research Fellows (PMRF) Scheme**
2. Sponsor of the project : Internal Resources
3. Project positions(s), Number of Positions, Minimum Qualification, Monthly Emoluments and Job Description:

Project Positions	No. of Positions	Minimum Qualifications	Monthly Emoluments	Duration	Job Description
Project Officer (Admin/Account)	01	MA/M.Sc./M.Com. with four year administrative/accounting experience or MBA/CA	Rs. 25000/- to 75000/-+HRA	One year and may be extended further	Academics activities, related to online course registration; (identification of defaulters), query handling portal, NOC portal, noting and drafting, Final SRC portal, MHRD fellowships, conduct of IRC etc.
Project Officer (Admin/Account)	01	MA/M.Sc./M.Com. with four year administrative/accounting experience or MBA/CA or B.Tech./MCA	Rs. 25000/- to 75000/-+HRA	One year and may be extended further	Appendix-A
Project Assistant (Admin), PMRF	01	Graduation with five year's work experience in technical and admin field	Rs. 21000/- to 45,000/-HRA	One year and may be extended further	Appendix-B

4. Candidates before appearing for the project positions shall ensure that they are eligible for the position they intend to apply.
5. Candidates desiring to appear for the interview should submit their applications with the following documents to the office of Principal Investigator through email at : aao-ug@iitr.ac.in/ by post or produce at the time of Interview:
 - Application in a plain paper with specific mention of the post for which one is desired to apply along-with detailed CV including chronological discipline of degree/certificates obtained with mobile number & E-mail Id.
 - All Experience including Administrative research, industrial field and others.
 - Self-attested copies of degree/certificate and experience certificate.
6. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(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.
9. The last date for application to be submitted to the above mentioned ID by **12.06.2024 at 5:00 PM**.

The **walk-in-interview** will be held offline only at the **Office of Dean of Academic Affairs on 18.06.2024 at 11:00 AM. Candidates are requested to report at the venue by 9:30 AM.**

Tel.: 01332-285255

-/sd/-

(Naveen Kumar Navani)

Name and signature of Principal Investigator

Email: daa_office@iitr.ac.in

Project Assistant (Admin/Account)-(AAA)

Job Description

- Programming and customizing applications in JavaScript, jQuery, PHP/DotNet/Python, Ajax and CMS Expert
- Developing database applications using MySQL, Designing responsive pages in HTML5, CSS3, web applications
- Maintaining encryption and security of online platforms and Network Administration.
- Web designing, layout and coding of a website

Desirable Qualification

- Essential: Java EE platforms, J2EE framework software such as Spring, Struts, jQuery, Ajax, JSON, CSS, HTML ('node.js' for programming and angular for frontend designing and development). Saas. ASP.Net. Silverlight, SQL, CMS systems, Python, Django, Flask or other Python frameworks.
- Desirable (additionally): DB schemes and SQL development with ORM frameworks, Networking, Operating systems, PHP, Git, (Good Knowledge of Sizmek and Double click, MVC templates.
- Experience: Agile/Scrum development process

Project Assistant (Admin)-(PMRF)

The details of work scope of PMRF are as under: -

- To prepare notification for inviting online applications for lateral and direct entry.
- To prepare guidelines for students and departments
- To conduct scrutiny of online applications.
- To process reviewing of applications of all participating Institutes w.r.t. the specific broad area received from the Organizing Institute
- To evaluate progress of work w.r.t. existing students in all participating institutes of specific broad area.
- To send/ upload marks to organizing Institute/ web portal.