

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Material Management Section)

Dated: /10/2025

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 (Dean Finance & Planning), for MM Section, Indian Institute of Technology, Roorkee.

1. Title of project: Project Manpower for Material Management Section
 2. Sponsor of the project: SDF-MM-WH
 3. Project position(s) and number: **Project Assistant (Admin)– 01 Nos.**
 4. Qualifications & Experience: **Graduation with a minimum of 05 years of working experience (having knowledge of online portal).**
 5. Emoluments: **₹26,000/- to ₹57,000 P.M. + HRA**
 6. Duration: **One Year**
 7. Job description:
 - Handle procurement activities through the Government e-Marketplace (GeM), including catalog browsing, bid creation, order placement, and coordination with vendors.
 - Should have knowledge of IIT Roorkee's Store & Purchase (S&P) Rules, and relevant government GFR-2017 rules.
 - Coordinate with the respective officials and documentation the progress of the procurement processes.
 - Perform any other administration level work within the instructional norms as directed by competent authority and PI.
- 1) Candidates, before applying, shall ensure that they are eligible for the position they intend to apply.
 - 2) Candidates desiring to apply should submit their applications with the following documents through email or by post or produce at the time of interview:
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - Experience along with relevant documents.
 - 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 (if shortlisted) 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 walk-in interview will be held in the office of Dean F&P, I.I.T. Roorkee at 3:30 PM on 15th Oct. 2025.

Tel:01332-28-4886

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

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Dean F&P (PI)
15/10/25