

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(OFFICE OF THE DEAN OF STUDENTS' WELFARE)**

ADVERTISEMENT TO FILL UP PROJECT POSITIONS

Dated: October 21, 2025

Applications are invited from Indian nationals only for time-bound project position(s) as per the details given below for the research project(s) under the Principal investigator (Name: **Prof. Barjeev Tyagi**), Dept/Centre: **Coordinating Committee of Bhawans (CCB)**, Indian Institute of Technology Roorkee.

1. Title of Project : **CCB Promotional Account**
2. Sponsor of the project : **Coordinating Committee of Bhawans (CCB)**
3. Duration : **3 years**
4. Project position (s) and number : **Project Assistant (Admin) : Five (05)**

Project Position	No. of Position	Minimum Qualification & Experience	Monthly Emoluments	Job Description
Project Assistant (Admin)	05	(i) Diploma in Hotel Management with 4 years experience/ Degree in Hotel Management with 2 years experience. (ii) Experience in working excel/ word and MS office.	Rs. 26,000 to Rs. 45,000 + HRA	Office Management, promotional and other mess activities. To be responsible for the efficient operation of the mess, including menu planning, staff supervision, inventory management, budget control, ensuring food quality and hygiene standards are met and housekeeping, including kitchen cleaning, pot wash, and dishwashing. He should be able to coordinate with catering and procurement teams, manage students' satisfaction, and oversee events and functions held at the mess. To handle incoming and outgoing letters, emails, and other forms of communication, ensuring timely and appropriate responses. To play a role in maintaining discipline among the staff in the mess.

Notes: -

1. Job description given against each project at position is indicative and not the exclusive. Each project employee would be required to work in team across all activities of the project. Candidates with experience related to the job descriptions mentioned in above table would be given a preference.
2. A contractual project staff to be appointed against this advertisement shall execute a Contract Agreement with P.I. at the time of joining with explicit provision that either side, the staff or P.I. may terminate the contract, by giving one-month' notice or one month's consolidated emoluments in lieu of the notice,
3. Candidates before applying for the position shall ensure that they are eligible for the position they intend to apply. Selection would be based on screening of applications followed by interview of most suitable applicants.

4. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email on or before the last date of application:
 - a) Application with detailed CV including chronological order of degrees/certificates obtained.
 - b) Details of work done and experience, especially relevant to the positions applied for.
 - c) Self-Attested copies of degrees/certificate and experience certificates.
5. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
6. Preference will be given to SC/ST candidates on equal qualifications and experience.
7. Please note that TA/DA is not admissible for attending the interview.
8. Only the shortlisted candidates will be called for Interview.

The last date for application to be submitted to office of P.I. is 5th November 2025 (by 4:00 p.m.).

Email: arsw@iitr.ac.in



(Prof. Barjeev Tyagi)
Name and Signature of Principal Investigator

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