

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

**ADVERTISEMENT TO FILL UP PROJECT POSITIONS**

Dated: September **26**, 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 Officer: Two (02)**

Project Position	No. of Position	Minimum Qualification & Experience	Monthly Emoluments	Job Description
<b>Project Officer</b>	01	(i) M. Com/MBA/CA (ii) 04 years of experience working in finance related areas. (iii) Knowledge of accounting and accounting softwares, computer office applications & Secretarial practices. (iv) Experience in working excel/word and MS office.	Rs. 25,000 to Rs. 75,000 + HRA	Office Management, promotional and other office activities. Documentation of financial transactions, accounting procedures. To resolve any discrepancies. Financial Reporting: (Preparing key financial statements, Balance Sheet and Cash Flow Statement). To work in the highly computerized/technologically advance environment.
	01	(i) M.A./M.Sc./M. Com/ MBA (ii) 04 years of experience working in administration related areas. (iii) Knowledge of computer office applications & Secretarial practices. (iv) Experience in working excel/word and MS office.	Rs. 25,000 to Rs. 75,000 + HRA	Office Management, promotional and other office activities. To take the responsibility for supervising staff, managing administrative tasks and ensuring the smooth functioning of the office. To involve a range of duties, including handling correspondence, preparing documents, maintaining records, and supervising the work of subordinates. To handle incoming and outgoing letters, emails, and other forms of communication, ensuring timely and appropriate responses. To draft various documents, including notes, replies, memorandums and statements related to the CCB office. To play a role in maintaining discipline among the staff in his section. To work in the highly computerized/technologically advance environment.

**Notes: -**

1. Job description given against each project at position in 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 15<sup>th</sup> October 2025 (by 4:00 p.m.).**

Email: [arsw@iitr.ac.in](mailto:arsw@iitr.ac.in)

  
26/9/25  
(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.