

12 OCT 2026

DEAN SRIC OFFICE IIT ROORKEE
Diary No. 1349 Dated 12/10/26
Sent To: SRIC
A.R.(SRIC)

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Name of Internal Audit Section)

SRIC/06

Dated: 06.10.2026

ADVERTISEMENT TO FILL UP PROJECT POSITIONS*

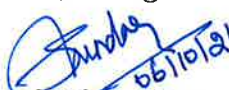
Applications are invited from Indian nationals only for project position(s) as per the details given below for the consultancy/research project(s) under the Principal investigator (Name: **Prof. S.P. Harsha, Dean, Finance & Planning**), Dept./Centre **Internal Audit Section** Indian Institute of Technology, Roorkee.

1. Title of project : Facilitation of Preparation of Audit Reports
2. Sponsor of the project : Institute-Funded Projects
3. Project position(s) and number : Project Assistant, 01 (One) No.
4. Qualifications : Post Graduate with 15 Year's relevant Experience
5. Emoluments : 38,432/- P.M + HRA (As Per SRIC Rule)
6. Duration : One Year
7. Job description:

Preparation of Quarterly Internal Audit Reports in Hindi & English, Calendar Report and Work Compliance Report. Preparation of Audit and Others report time to time as per direction by the Assistant Registrar (Internal Audit) in Hindi & English. All Departments/Centers/Unites/Office/Bhawan's/Messes Yearly Stock Audit. All Bhawan's/Messes Cash Book Yearly Audit. Worked as dealing Assistant at various seats of Internal Audit Section in case of requirement. Coordinating and maintaining all type of files the General Correspondence. Data entry and Letter Typing Hindi & English. Pre-audit of OH-31, OH-35/SRIC Office/ Bhawan's bills. Post Audit of Pay Band Register (Finance & Accounts Office) and Project/Fellowship Salary Ledgers (SRIC Office). Using online Program "Document Management System" for speeding - up day to day work of Internal Audit Section.

8. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
9. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email, 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 including research, industrial field and others.
 - Attested copies of degree/certificate and experience certificate.
10. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
11. Preference will be given to SC/ST candidates on equal qualifications and experience.
12. Please note that no TA/DA is admissible for attending the interview.

The interview will be held at **Dean, Finance & Planning Office** on 23 October 2026 at 4:00PM (to be given only for walk in interview)


Assistant Registrar
(Internal Audit)

Email: internal.audit@iitr.ac.in

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


Approved


Dean, (Finance & Planning)
Principal Investigator


Dean


Sponsored Research & Industrial Consultancy
Indian Institute of Technology Roorkee
Roorkee-247 667 (INDIA)

09 OCT 2026