

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
DEAN OF INTERNATIONAL RELATIONS**

ADVERTISEMENT TO FILL UP PROJECT POSITIONS*

Applications are invited from Indian nationals only for project positions as per the details given below for the research project under the **Principal investigator (Name: Prof. Karun Rawat)**, Dept./Centre Dean of International Relations, Indian Institute of Technology Roorkee.

1. **Title of Project** : **International Relations Promotional Account (IRPA-ADIR-WH)**
2. **Project No.** : **(IRPA-ADIR-WH)**
3. **Sponsor of the project** : IIT Roorkee
4. **Duration** : For initially 01 year with a possibility to renew the yearly contract based on the performance
5. **Project position(s) and number:**

Project Position	No. of Positions	Minimum Qualification	Monthly Emoluments	Job Description
Project Officer (Admin.)	01	M.B.A., with at least 05 years of relevant experience	Rs. 25,000/- to 75,000/- +HRA	Responsible for project management related to international relations, including mobility and exchange programmes; data analytics for presenting and strategizing IR Office activities; supporting outreach and promotional programmes related to the IR Office, Other works related to IR Office.
Project Officer (Technical)	01	M.Tech /M. C.A with at least 10 years of relevant experience	Rs. 25,000/- to 75,000/- +HRA	Asterisk, SIP signalling, WebRTC, Browser-Based (VoIP), Interactive Voice Response (IVR), Database management of international students, exchange students, and international collaborators, Preparation of newsletters and digital documents, Online portal management, and website content preparation. Integration with third-party RESTful APIs, developing client-side web scripts using JavaScript, MVC Framework. Support to Software developers, documentation, testing, IT Support, and other IR office activities.

Necessary Skills:

1. **Proficiency in computer-based data processing**
2. **Good communication skills in English ((both written & oral) and the ability to prepare high quality briefings and reports**

Note:

1. The job description given for each project position is indicative and not exclusive. Each project employee would be required to work in a team across all activities of the project. Candidates with experience related to the job descriptions mentioned in the above table would be given preference.
2. A contractual project staff to be appointed against this advertisement shall execute a contract Agreement (on revenue stamp paper of Rs. 100/-) with P.I. at the time of joining with explicit provision that the contract may be terminated by either side, staff or P.I., giving one month's notice or one month's consolidated emoluments in lieu of the notice.
3. Candidates, before applying for the position, shall ensure that he/she is eligible for the post.
4. Candidates, before appearing for the interview, shall ensure that they are eligible for the position they intend to apply

5. Candidates desiring to appear for the interview should submit their application with a scanned copy of the following documents to the principal investigator's office through email at dean.ir@iitr.ac.in or produce it at the time of the interview.
 - a) Cover letter on plain paper with a detailed CV (affixed with a passport-size photo) including degrees/certificates and experience obtained in chronological order.
 - b) Details of work done and experience, especially relevant to the position applied for.
 - c) Self-attested copies of testimonials such as academic and professional degree/certificates and experience certificates, appointment letters, publications, training, and national identity (Aadhar, Passport, Driving License, PAN, Voter ID etc.)
5. Applications delivered after the last date due to any postal delay, technical adversities, or any unavoidable reason will summarily be rejected and not entertained under any circumstances.
6. Candidates shall bring the original degree(s)/certificate(s) and experience certificates for verification at the time of interview.
7. Preference will be given to SC/ST candidates on equal qualifications and experience.

Please note that no TA/DA is admissible for attending the interview.

The walk-in interview will be held at the IR Office on 3rd June 2026 at 03:00 P.M. Please bring the original documents & Experience certificate.

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

Approved


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Rajew 18/5/26
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