INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(ACADEMIC AFFAIRS OFFICE)

Dated: ~~October~~ NOVEMBER 19 ,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. Naveen K. Navani**), Dept./Centre **Dean of Academic Affairs,** Indian Institute of Technology, Roorkee.

1. Title of project : **Academic Affairs Office Automation (AAA)**
2. Sponsor of the project : Internal Resources
3. Project positions(s), Number of Positions, Minimum Qualification, Monthly Emoluments and Job Description:

Sl. No.	Project position(s) and number	Qualifications & Experience	Emoluments	Duration	Job description
1.	Project Officer -01 No.	MA/M.Sc./M.Com. (with 10 years of experience in Academic Administration, including curriculum and Evaluation)	Rs. 25,000/- to Rs.1,00,000/- + HRA	One year (may be extended further based on performance)	As a Project Officer in the Undergraduate Section of the Academic Affairs Office, he/she manages and coordinates academic and administrative activities for more than 5,700 + undergraduate students. • Maintaining UG course structures, processing curriculum changes, managing courses and course baskets on the AIS Portal, and verifying course and programme data. • Processing student requests related to course addition, change, and dropping, and coordinating with Faculty Advisors, DAPCs, departments, centres, schools, and the E-Learning Cell for necessary action. • Handling grade data, credit summaries, coursework completion, provisional degree certificates, and student/department queries. • Preparing academic reports, emails, manuals, and other data while ensuring compliance with Institute rules and approved academic structures.
2.	Project Assistant (Admin) -01 No.	Graduation (with 5 years of experience in Academic Administration, including curriculum and Evaluation)	Rs. 26,000/- to Rs. 57,000/- +HRA	One year (may be extended further based on performance)	• Assisting student grade verification and tallying using Grade Feeding Software. • Data Collection, entry, collation. • Conduct to online activities. • Result preparation & evaluation report activities. • Interpretation of data and report generation. • Handling all matters related to Undergraduate Teaching Assistants (UG TAs), including correspondence and responses to queries. • Handling re-examination and second examination processes for End-Term Examinations (Autumn and Spring Semesters).

					• Handling all matters related to Unfair Means (UFM) cases. • Handling NSO-related work and issuing warnings to students with low SGPA and those falling under the 14n category. • Handling NSO-related matters concerning non-academic registration. • Handling academic activities related to the Exit Policy Programme. • Handling verification of scholarship and fee-related records. • Handling work related to the Convocation.

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 applications with the following documents in the office of Principal Investigator or through email at: **aao-ug@iitr.ac.in**:

   - Application in a plain paper with specific mention of the post for which one is desired to apply along-with detailed CV including chronological discipline of degree/certificates obtained with mobile number & E-mail Id.
   - All relevant experience certificates.
   - Self-attested copies of degree/certificate and experience certificate.

6. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
7. Preference will be given to SC/ST candidates on equal qualifications and experience.
8. Please note that no TA/DA is admissible for attending the interview.

The **walk-in-interview** will be held offline only in the **Office of Dean of Academic Affairs** on 26 NOV, 2026 at 11:00 AM **Candidates are requested to report at the venue by** 10:30 AM.

Tel.: 01332-285200

Email: aao-ug@iitr.ac.in

Name and signature of Principal Investigator

Dean of Academic Affairs

Approved

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

Rajeev 20-11-26 Ruchi 20/11/26 20/11/26