INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(OFFICE OF DEAN OF RESOURCES & ALUMNI AFFAIRS)

ADVERTISEMENT TO FILL UP PROJECT POSITION

Dated: 17-12-2025

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. R.D. Garg**), Dept./Centre: **Dean of Resources & Alumni Affairs (DORA)**, Indian Institute of Technology Roorkee.

1. Title of Project   : **DORA Promotional Account**
2. Sponsor of the project   : **IIT Roorkee**
3. Duration   : **For One Year (Extendable based on performance)**
4. Project position(s) and number: **Project Attendant (Admin) (1)**

Project Position	No. of Position	Minimum Qualification & Experience	Monthly Emoluments	Job Description
Project Attendant (Admin)	01	**Qualification**: 12th Pass OR 10th Pass **Experience**: 4 Years relevant work experience.	Rs. 20,000 (Consolidated)	Office support, Dispatching and collecting dak and maintain office records, maintain cleanliness of office premises, handle incoming and outgoing files, documents, and office materials, assist in photocopying, scanning, filing, and document distribution, Support office staff with routine administrative tasks and other DORA Office Activities.

Note:

1. Job description given against each project 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 position 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 Principal Investigator is 2 January 2026 (by 5 P.M.).

(Prof. R.D. Garg)
Name and Signature
Principal Investigator

Email: rec.dora@iitr.ac.in

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

Approved

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

Reject 18-12-25

18/12/25