

DEAN SRIC OFFICE IIT ROORKEE	
Diary No. 568	Date: 23/6/26
Scrip. (SRIC)	
Supdt.	A.R.(SRIC)

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Dean of Students' Welfare Office)

Dated:

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. Barjeev Tyagi), Dean of Students' Welfare, Indian Institute of Technology, Roorkee.

- Title of the project:** Project Assistant (Administration).
- Sponsor of the project:** Internal Resources, IIT Roorkee.
- Project position(s) and number:** Project Assistant (Administration) – 01 Nos.
- Qualifications & Experience:** Graduation with 5 years of relevant experience.
- Emoluments:** Rs. 26000/- to Rs. 57000/- + HRA (Remuneration will be as per Educational qualification and experience).
- Duration:** (i) 03 years.
(ii) It can be extended for another one year based on the performance.
- Job description:** Annexure (Attached herewith).

- Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email or by post (**Dean of Students' Welfare Office, IIT Roorkee, Haridwar, Uttarakhand – 247667**).
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - Experience including research, industrial and others.
 - Self-Attested copies of degree/certificate and experience certificate.
- Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
- 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 last date for application to be submitted to office of Principal Investigator is 10/7/2026 by 5 PM.

The date & time of interview will be communicated through e-mail to shortlisted candidates.

Tel: 01332-284274 (O)

Email: arsw@iitr.ac.in


 सहा. कुलसचिव / Asstt. Registrar
 भा. प्रौ. सं. रुड़की / I.I.T Roorkee


 Name and signature
 of Principal Investigator
 डॉ. वि. अर्जुनराव, क्षेत्र कल्याण
 Dean of Students' Welfare
 भारतीय प्रौद्योगिकी संस्थान रुड़की
 Indian Institute of Technology Roorkee,
 रुड़की, Roorkee

*To be uploaded on IIT Roorkee website and 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)
 24/6/26

ANNEXURE-I

- Preparation of salaries, EPF, and gratuity records of Y-Pool workers and workers hired through Updater Services Ltd., and maintenance of their records.
- Preparation of Annual Reports.
- Handling students' medical insurance, including inviting tenders from insurance companies and providing assistance in claim processing.
- PR generation and preparation of work orders for work-hired workers.
- Issuance of Bonafide and Character Certificates.
- Arrangement of accommodation for SPARK interns.
- Handling convocation-related work.
- Preparation of Anti-Ragging Committee documents and Anti-Ragging duty charts.
- Preparation of railway concession forms for students.
- Processing supplementary pay bills of Assistant Wardens of all Bhawans.
- Processing bills related to NSS, NCC, etc.


महावीर सिंह / MAHAVIR SINGH
सहायक कुलसचिव / Asstt. Registrar
छात्र कल्याण / Students welfare
भा. प्रौ. सं. रुड़की / I.I.T. Roorkee
08 MAY 2026


अधिष्ठाता, छात्र कल्याण
Dean of Students' Welfare
भारतीय प्रौद्योगिकी संस्थान रुड़की
Indian Institute of Technology Roorkee
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