

DEAN SRIC OFFICE IIT ROORKEE	
Diary No. 571	Date 23/6/24
Sent To: SRIC/06	
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
छात्र कल्याण / Students Welfare
आ. प्रौ. सं. रुड़की / I.I.T. Roorkee

Name and signature
of Principal Investigator
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

24/6/26

Annexure - I

To manage the registration/accommodation-related work for all U.G./P.G./Ph.D. new and existing students. Allotment-related work of 15 Bachelor Hostels. To maintain the data of more than 9,000 on-campus students. To prepare the semester-wise fee collection data of the students. Processing of the requests for (hostel and mess fee refund/hostel change/NDNR/DR fee status, etc.) Processing of the requests for booking ordinary rooms/guest rooms/common rooms for different Conferences/Workshops. Preparation of various letters/office memos/notifications.


महावीर सिंह/MAHAVIR SINGH
सहायक कुलसचिव/Asstt. Registrar
छात्र कल्याण/Students welfare
भा० प्रौ० सं० रुड़की/I.I.T. Roorkee


अधिष्ठाता, छात्र कल्याण
Dean of Students' Welfare
भारतीय प्रौद्योगिकी संस्थान रुड़की
Indian Institute of Technology Roorkee
11 MAY 2026