

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
(Name of Dept./Centre)

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 R. Balasubramanian), Dept./Centre GNEC, Indian Institute of Technology, Roorkee.

1. Title of project: Project manpower for IT Services at GNEC, IIT Roorkee
2. Sponsor of the project: Internal Resources, IIT Roorkee
3. Project position(s) and number: Project Officer
4. Qualifications: Post Graduate with 10 years' experience in relevant field.
5. Emoluments: Rs. 55000/- + HRA (as per institute rules)
6. Duration: Till the duration of the project
1. Job description: Responsible for preparing financial proposals for existing and new clients for long term training programs, overseeing staff and management of their daily operation like their duties and attendance, should be well versed in maintaining cross department coordination and communication, handling invoice and billing and tracking payments, knowledge of procurement, Event coordination and scheduling meeting for various programs
2. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
3. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email, by post or produce at the time of Interview:
  - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
  - Experience including research, industrial field and others.
  - Attested copies of degree/certificate and experience certificate.
4. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
5. Preference will be given to SC/ST candidates on equal qualifications and experience.
6. 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 .....by 5 PM.  
(not applicable for walk in interview)

The interview will be held at Committee room, C.S.E. on 11/4/25 at 12.00 PM (to be given only for walk in interview)

Tel:

Fax:

Email:

Name and signature  
of Principal Investigator

*[Handwritten signature]*

**Dr. R. Balasubramanian**  
Professor in charge  
Greater Noida Extension Center (GNEC)  
Indian Institute of Technology Roorkee  
Greater Noida-201310, India

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

*[Handwritten signature]*  
25/3/25  
डीन (सिक)/(Dean SRIC)  
भा. प्रौ. सं. रुड़की/IIT Roorkee  
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