

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
DEPARTMENT OF HYDRO AND RENEWABLE ENERGY

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 Head, HRED Principal Investigator, Department of Hydro and Renewable Energy, Indian Institute of Technology, Roorkee.

1. Title of project: DDF of HRED (DDF-AHC-000)
2. Sponsor of the project: DDF of HRED
3. Project position(s) and number: Project Assistant (Admn./Tech.) - 01 No.
4. Qualifications: Graduation + 20-year experience for assistance in data processing / report preparation of hydropower projects and as per job description.
5. Emoluments: Rs. 26,000/- to 57,000/- + HRA
6. Duration: 01 year (upto project completion date)
7. Job description: Performed routine clerical tasks, accounting, scheduling various meetings (online and off lines) and appointments, correspondence, and note-taking and supporting other staff with organizational tasks. Scheduling and management of meetings, Agendas, draft preparing of Minutes of meetings etc., organizing and managing filing system including e-files. Well conversant with MS office applications, Email System, Preparation of Power Point Presentations; Preparation of graphs in Excel, Prepare appropriate drafts of departmental academic correspondence, administrative work, progress report, RTI, admissions, accounts related.
8. **Conditions:**
 - a) Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
 - b) Candidates must submit their details through the Google Form by October 22²⁹, 2026, without fail.
 - Fill out the Google Form (QR Code for form is attached below).
 - Upload your required documents in form.
 - c) Candidates shall bring their CV along with original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
 - d) Preference will be given to SC/ST candidates on equal qualifications and experience.
 - e) Please note that no TA/DA is admissible for attending the interview.

The walk-in-interview will be held in HRED committee room at 1st floor on October 23³⁰, 2026 at 4^{4:30 PM} PM.

Email: head@hre.iitr.ac.in

Sanjeev Kumar Prajapati
HEAD & PI

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



Approved

Dean

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