

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Department of Humanities and Social Sciences)

Dated: 21st September, 2026

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 research project(s) under the principal investigator Dr. Manish Kumar Singh, Department of Humanities and Social Sciences Indian Institute of Technology, Roorkee.

1. Title of project: Research on Public Finance, Revenue Mobilization and Economic Growth
2. Project Number : BMG-3102-HSD/26-27
3. Sponsor of the Project : Gates Foundation
4. Project position(s) and number: Project Attendant (Admn/Tech) : 01(One)
5. Qualifications: 12th pass or 10th pass + 2 year Experience or 8th pass + 4th years experience
6. Emoluments: Rs. ~~10,000~~ ^{25,000} to Rs. 30,000/- per month
7. Duration: 12 months (extendable upto 12 months)
8. Expected date of Joining : 01 December 2026
9. Job description: : Prior work experience in premier institutions such as IITs/IIMs will be preferred; no upper age limit. The candidate must have 10–12 years of relevant experience in project administration, coordination, and office support, including handling project-related purchases, office supplies, and equipment; coordinating with vendors and service providers; maintaining purchase records, bills, invoices, and official documentation; and managing correspondence, emails, files, and routine administrative work. The role will also involve coordinating events, workshops, seminars, meetings, logistics, and hospitality arrangements, along with material/inventory management and HR/manpower support. Good communication, organizational, computer, coordination, and interpersonal skills are essential. Preference will be given to candidates with at least 3 years of experience as a Personal Assistant/Executive Assistant to a Senior Officer, Project Head, or Senior Management Executive.
10. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
11. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email only:
 - Application in plain paper with detailed CV including chronological discipline of degree/certificate obtained.
 - Experience including research, industrial field and others.
 - Self-attested copies of degree/certificate and experience certificate.
12. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.

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13. Preference will be given to women and SC/ST candidates on equal qualifications and experience.
14. Please note that no TA/DA is admissible for attending the interview.

The last date for the application to be submitted to the office of Principal Investigator is 10th October 2026 by 5 PM.

The interview details will be communicated to the shortlisted candidates after screening of application.



Dr. Manish Kumar Singh
(Principal Investigator)

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