

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Sponsored Research & Industrial Consultancy Office

Dated: 18.06.2026

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 consultancy/research project(s) under the Principal investigator (Name: DEAN SRIC.), Dept./Dean SRIC Office, Indian Institute of Technology, Roorkee.

1. Title of project SRIC Development Fund
2. Sponsor of the project: Dean SRIC
3. Duration: One Year
4. Project Position (s) and Number, Minimum qualification, Monthly consolidated emoluments and job description:

Project Positions	No. of Position	Minimum Qualification	Monthly emolument (Rs.)	Job Descriptions
Project Assistant (Accounts)	01	Graduation with at least 20 years of relevant Experience.	26000/- to 57000/- +HRA	<ul style="list-style-type: none">• Processing of bills on various R&D Portal and SRIC database for all sponsored research projects.• Examination and verification of bills and supporting documents in accordance with institute and funding agency guidelines.• Handling and resolving audit observations related to project expenditures and financial records.• Maintenance of project financial records and coordination with Principal Investigators (PIs), funding agencies, and Institute Departments.
Project Officer (Accounts)	01	MBA in Finance/ Master in Economics/ M.Sc. with at least 15 years of relevant Experience.	25000/- to 100000/- +HRA	<ul style="list-style-type: none">• Management of accounts-related activities for sponsored research projects.• Preparation and submission of Utilization Certificates (UCs) and Statements of Expenditure (SoEs).• Handling internal and external official correspondence related to research projects and sponsored activities.• Compilation, maintenance, and processing of project-related data and records.• Processing and correspondence related to National and International Conferences, Workshops, and other academic events.• Operation and management of the Public Financial Management System (PFMS) portal, including financial transactions, monitoring, and reporting.• Coordination with funding agencies, principal investigators, and institutional offices for financial and administrative matters related to research projects.

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. 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.
3. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
4. Preference will be given to SC/ST candidates on equal qualifications and experience.
5. Please note that no TA/DA is admissible for attending the interview.

The interview will be held at **IPR Cell** on ...**02.07.2026**... at **10.00 a.m.** (to be given only for walk in interview)

Approved



Tel:
Email:

Fax:

Name and signature of Principal Investigator

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


Dean
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