

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
Sponsored Research & Industrial Consultancy Office

Dated: /04/2026

**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 (Prof. Sai Ramudu Meka), Dept./Centre SRIC Office, Indian Institute of Technology, Roorkee. Selected candidates will be working with the office of the Associate Dean of Corporate Interaction.

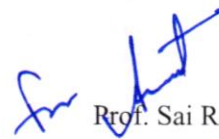
1. Title of project: **SRIC Development Fund**
2. Sponsor of the project: **Dean SRIC**
3. Project position(s) and number, Qualifications, Emoluments, Duration, Job description

Project Position	No of Positions	Qualifications	Emoluments	Duration	Job description
Project Officer (Admin)	01	Master Degree with minimum 5 year administrative or academics experience	25000/-to 75000/- + HRA	1 Year	<ul style="list-style-type: none"> <li>● <b>I-STEM Coordination:</b> Manage I-STEM activities, including departmental coordination, equipment onboarding, and audit compliance (including CAG of India).</li> <li>● <b>Government Schemes:</b> Implement capacity-building programs via proposals, sessions workshops, and industry coordination.</li> <li>● <b>Event Management:</b> Coordinate institute events, including logistics and guests.</li> <li>● <b>Financial Management:</b> Process bills, maintain records, and manage multi-grant finances. .</li> <li>● <b>MoU Coordination:</b> Facilitate coordination for MoU signing.</li> <li>● <b>Institutional Representation:</b> Represent IITR at exhibitions and official events.</li> <li>● <b>Outreach:</b> Handle all office communications and external outreach.</li> </ul>
Project Assistant (Admin)	03	Graduation <i>Prof. will be given to the candidates with relevant exp.</i>	26000/- to 57000/- + HRA	1 Year	<ul style="list-style-type: none"> <li>● <b>Industry Liaison:</b> Coordinate with industry partners and stakeholders.</li> <li>● <b>Database &amp; Reporting:</b> Manage data and prepare accurate reports.</li> <li>● <b>Event Coordination:</b> Plan and execute events and workshops.</li> <li>● <b>Documentation:</b> Draft reports and official communications.</li> </ul>

					<ul style="list-style-type: none"> <li>• <b>MoU Coordination:</b> Manage end-to-end MoU process independently.</li> <li>• <b>Notices &amp; Opportunities:</b> Draft and circulate notices and calls for opportunities to faculty and relevant departments.</li> </ul>
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- 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 details for interview:
  - Fill out the **Google Form** (QR Code for form is attached below).
  - Upload your **required documents** in form.
- 3) Candidates **must bring their CV ,original degree and experience certificates** for verification at the time of the interview.
- 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 walk-in-interview will be held at **IPR Cell, IIT Roorkee** on ~~07~~ **08** May 2026 at 10.00am.



Prof. Sai Ramudu Meka

**Name and signature of Principal Investigator**

**Tel:** 01332-285810

**Email:** [adii@iitr.ac.in](mailto:adii@iitr.ac.in)

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

**QR Code-**



Approved



Dean

Sponsored Research & Industrial Consultancy  
Indian Institute of Technology Roorkee  
Roorkee-247 667 (INDIA)

Rajeev  
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