

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(MATERIAL MANAGEMENT SECTION)

Dated: 04.08.2020

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 (P.I.) **A.K. Srivastav, Material Management Section, Indian Institute of Technology, Roorkee.**

1. Title of project : Project Manpower for Material Management Section
2. Sponsor of the project : Material Management Section, IIT Roorkee
3. Project position(s) and number : Project Assistant, 01 (One) No.
4. Qualifications : Graduation (Preference will be given to Post Graduate candidates).
5. Experience : Preference will be given to candidates having 02 years relevant experience.
6. Emoluments : Rs. 15,000/- to 45,000/- p.m. + HRA
7. Duration : Three months and may be extended.
8. Job description : Review of purchase indent received from the department/Indenter, Having knowledge of opening of bids, Preparation of various comparative statements, Preparation of purchase proposal for approval, Preparation of purchase order, Preparation of CDEC, TTD, GST exemption certificate etc, Preparation of note sheets to obtain necessary approvals of Competent Authority, Having knowledge of taking necessary action with regard to returning EMDs/PBGs/BGs etc., Having knowledge of E-procurement.

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.
 - Details of work done and experience, especially relevant to the position applied for.
 - 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.

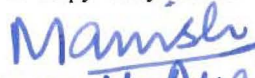
The walk in interview will be held in Office of **DEAN (F&P)** on **06.10.2020** at **04.00 PM**

Tel: 01332-284886

Email: drmm@iitr.ac.in


(A.K. SRIVASTAV)
Principal Investigator

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


डीन (सिंक)/(Dean (F&P))
भा. प्रौ. सं. रुड़की/IIT Roorkee
AS
31/8/20