

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
(Senate Committee for Scholarships and Prizes)

Dated: 17.11.2020

**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 (Name: Prof Rajat Agrawal, Chairman, SCSP.), Dept./Centre Senate Committee for Scholarships and Prizes, Indian Institute of Technology, Roorkee.

1. Title of project                      Scholarships and Prizes: Operation and Development
2. Sponsor of the project            IIT Roorkee

3	Project position(s) and number	Project Officer Admin (01)	Project Associate (01)	Project Assistant Admin(01)
4	Qualifications	MA/MSc/MCom with 4 years of experience or MBA/CA) The person should have experience of individually handling office work at a middle management level	B.Tech/ BArch./ MSc/ MA  The person should have experience of web tools, database management and cloud storage.	Graduation The person should have experience of independently handling the office work including database management.
5	Emoluments	Rs25000- Rs75000 per month + HRA	Rs25000- Rs60000 per month + HRA	Rs15000- Rs45000 per month + HRA
6	Duration	1 Year	1 Year	1 Year
7	Job description	Overall responsibilities of maintaining the timelines of all the work, coordinating with external and internal stakeholders	Computer related work like developing databases, maintaining them and developing formats to digitize the working of SCSP.	Responding Emails of students, general queries, maintaining of files, and other office work.

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.

*Rajat*

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.

**Note: The selected candidate may get an opportunity for PhD admission.**

The last date for application to be submitted to office of Principal Investigator is 30 Nov 2020 by 5 PM.  
(not applicable for walk in interview) through email only to [rajat@ms.iitr.ac.in](mailto:rajat@ms.iitr.ac.in)

The interview will be held at ..... on ..... at ..... (to be given only for walk in interview)

01332-28 5737

Tel: 5737 Fax:

9719004491

Email: [rajat@ms.iitr.ac.in](mailto:rajat@ms.iitr.ac.in)

Name and signature

of Principal Investigator



Rejat Agrawal

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

Manish

डीन (सिक्) (B.N. 2020)

भा. प्रौ. सं. रुड़की/IIT Roorkee

AS  
18/11/20

