

DEAN SRIC OFFICE III ROORKEE	
File No. 4874	Date 06/01/22
Sent to	Sr. Of SRIC/06
Supdt.	A.R. (Admin.)

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
PLACEMENT AND INTERNSHIP CELL**

Dated: 06.01.2022

**ADVERTISEMENT TO FILL UP PROJECT POSITIONS\***

Applications are invited from Indian nationals only for project position(s) as per the details given below under the Principal investigator (Name: Prof. Vinay Sharma, Dept./Centre Placement and Internship Cell Indian Institute of Technology, Roorkee.

- Title of project Manager for P&I Cell
- Sponsor of the project TPO-014-SCP (Internal Resources)
- Duration Two years one year
- Project position(s) and number As mentioned below

Project Position	No. of Positions	Minimum Qualification	Monthly Emoluments
Project Consultant	01	Ph.D. preferably with relevant experience	Rs. 75000/- to Rs. 250000/- + HRA
Project Assistant (Technical)	01	Graduation, Post Graduation + ITI with at least 15 years of relevant experience	Rs. 15000/- to Rs. 45000/- + HRA
Project Assistant (Admin.)	01	Graduation, Post Graduation with at least 15 years of relevant experience	Rs. 15000/- to Rs. 45000/- + HRA

- Job description:

**Project Consultant:**

- Detailing the possible career options for the students in their first year of education.
- Focus on the job prospects for the students of Ph.D./PG/ and having low CGPA in UG.
- Aligning with core companies.
- Discussing those options with them in very small related groups or individually if required.
- Suggesting the methods and ways of reaching to those options in due course by suggesting a plan.
- Intermediary discussions with the students about persuasion of those plans or deviations in the choice of options.
- Taking the help of concerned faculty and relevant people and mentors along with alumni as and when needed in the process.
- Grievance handling in relation to career.
- Arranging training programmes for the students as and when required.
- Negotiations with the companies.
- Other student support activities with regard to Placements & Internships.

**Project Assistant (Technical) / Project Assistant (Admin.) to support activities at Placement and Internship Cell**

Most activities of the Placement and Internship Cell are scheduled in the odd hours (after 6:00 p.m., Saturday & Sunday) as students have their classes and academic commitments during regular working hours. The time required for placement related activities is indeterminate and requires year-long commitment for managing whole activities like PPTs, Online/Written Tests, Personal Interviews, Skype Video Conferencing, taking care of hospitality for the guests, Managing Placement Data and Records etc.

**Note:** Job description given against each project position is indicative and not exclusive. Each project employee would be required to work in a team across all activities of the project. Candidates may be given preference with relevant experience to the job descriptions mentioned above.

Manish  
07 Jan 2022

डा. वि. सं. शर्मा (Dean SRIC)  
भारतीय प्रौद्योगिकी संस्थान रोड़की

6. Application delivered after last date due to any postal delay or any technical adversities or any unavoidable reason will summarily be rejected and not be entertained in any circumstances.
7. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply for.
8. Candidates should submit their applications with the following documents to the office of Principal Investigator through email or by post:
  - Application on a plain paper with detailed CV including chronological discipline of degrees & certificates obtained.
  - Authentic proof of experience including research, industrial field and others.
  - Attested copies of degrees & certificates and experience certificates.
9. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification if the candidate is invited for interview.
10. Preference will be given to SC/ST candidates on equal qualifications and experience as per the norms.
11. 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 the Principal Investigator is **17<sup>th</sup> January 2022 by 05:00 p.m.**

Date & Time of interview is **28.01.2022 at 10:30 a.m. offline/online**

The application to be sent to:

**Placement and Internship Cell**

(Opp. Convocation Hall)  
 Indian Institute of Technology Roorkee  
 Roorkee – 247 667  
 Uttarakhand (INDIA)  
 Tel.: 01332 - 285260

Or Email: **placement@iitr.ac.in** (please mention post name in the subject line)

*Vinay*  
6/1/22

**Vinay Sharma**

**Professor-in-Charge, Placement and Internship  
 Principal Investigator, Placement and Internship Cell**

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

*Approved*

*Manish*

*07 Jan 2022*

**डीन (सि.क.) (Dean SRIC)**

**भा. प्रौ. सं. रूड़की/IIT Roorkee**

*As*  
7/1/22

*[Signature]*