

**FINANCE & PLANNING OFFICE  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Dated: 26.12.2023

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

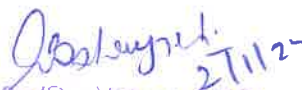
Applications are invited from Indian nationals only for project position as per the details given below for the consultancy/research project(s) under the Principal investigator (Name: **Prof. Deepak Khare**), Dept./Centre **Dean, Finance & Planning**, Indian Institute of Technology, Roorkee.


1.	Title of Project	:	Monitoring of OH-31, OH-35 and OH-36 bills/ Coordination between IIT Roorkee and MoE related activities
2.	Sponsor of the project	:	Dean, Finance & Planning
3.	Duration	:	1 year
4.	Job description	:	Job descriptions given in the below table
5.	Project position	:	01

S.No.	Project positions	No. of posts	Qualification required	Jon Description	Amount per month
1.	Project Assistant	01	<ul style="list-style-type: none"> <li>Graduation with 6 years' experience</li> <li>Sound knowledge of accounting softwares.</li> <li>Expertise in working in excel</li> <li>Capable to work in the highly computerized / technologically advance environment.</li> </ul>	<ul style="list-style-type: none"> <li>Preparing the budget bills (OH-31, OH-35 and OH-36) of IIT Roorkee</li> <li>Follow-up of budget allocation</li> <li>HEFA funded projects follow-up</li> <li>Other important works related to MoE</li> <li>Coordination with IIT Roorkee and MoE</li> <li>Parliament and MoE Question reply.</li> </ul>	Rs. 40,000/- + HRA

9. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
10. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Finance Officer through email only: [fo@iitr.ac.in](mailto:fo@iitr.ac.in) on or before **07.01.2024**
  - g) Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
  - h) Details of work done and experience, especially relevant to the position applied for.
  - i) Copies of degree and experience certificate.
11. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
12. Please note that No TA/DA is admissible for attending the interview.

The walk in interview will be held at office of **Dean, Finance & Planning** on **08.01.2024** at **3:00 PM**

  
 डीन (सिक)/(Dean SRIC)  
 भा. प्रौ. सं. रुड़की/IIT Roorkee  
 27/12/23

  
 Dean, Finance & Planning  
 Name and signature  
 of Principal Investigator

  
 02/01/2024