INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
Office of Chairperson, Senate Committee for Scholarships and Prize

Dated: Feb 17, 2022

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 project under the Principal investigator (Name: Dr. Dheeraj K Khatod), Office of Chairperson, Senate Committee for Scholarships and Prize (SCSP), Indian Institute of Technology, Roorkee.

1. Title of project: Scholarships and Prizes: Operation and Development Section

2. Sponsor of the project: IIT Roorkee

3. Project position(s) and number: Project Associate-02, Project Assistant (Technical)-01, Project Assistant (Admin)-01, and Project Attendant (Admin)-01

4. Qualifications:

    Project Associate: B.Tech. (Computer Science) with experience of web tools, database management and cloud storage.

    Project Assistant (Technical): Diploma (3 years) with experience of database management and cloud storage.

    Project Assistant (Admin): Graduation with experience of handling the office work including database management.

    Project Attendant (Admin): Class 12 with experience of the office work.

5. Emoluments:

    Project Associate: Rs. 25,000/- to 60,000/- + HRA

    Project Assistant (Technical): Rs. 15,000/- to 45,000/- + HRA

    Project Assistant (Admin): Rs. 15,000/- to 45,000/- + HRA

    Project Attendant (Admin): Rs. 10,000/- to 30,000/- + HRA

6. Duration: Each position is for one-year duration.

7. Job description:

    Project Associate: Development of databases, operation and management of SCSP website.

    Project Assistant (Technical): Digitization of the working of SCSP, verification of students' details and applications.

    Project Assistant (Admin): Responding emails and quarries of students, maintaining of the timelines of different work.

    Project Attendant (Admin): Upkeep of office, management/movement of files/documents.

डीन (स्रिक)/(Dean SRIC)
भा. प्रौ. सं. रुड़की/IIT Roorkee

2022

Important Notes to the candidates:

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 Principal Investigator through **email only** (ch.awards@iitr.ac.in) by **5 PM** on **Mar 03, 2022** **(Thursday)**:
   - Application in a plain paper with detailed CV including the position applied for, contact details (mobile and email address), and details of degree and experience gained 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.

6. The date and venue for the interview of short-listed candidates will be informed by separate communication.

Tel: 01332-28-5750

Email: ch.awards@iitr.ac.in

Feb 17, 2022

Dr. Dheeraj K. Khatod
Chairperson
Senate Committee for Scholarships **(Dr. Dheeraj K Khatod)**
Indian Institute of Technology Roorkee **Principal Investigator**
Roorkee-247 667, Uttarakhand (INDIA)

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

Approved.
Manish

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18/2/22