

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
Sponsored Research & Industrial Consultancy Office

Dated: 22.07.2021

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 Agarwal.), Dept./Dean SRIC Office, Indian Institute of Technology, Roorkee.

1. Title of project : **SRIC Development Fund**
2. Sponsor of the project : **Dean SRIC**
3. Duration : **One Year**
4. **Project Position (s) and Number, Minimum qualification, Monthly consolidated emoluments and job description:**

Project Positions	No. of Position	Minimum Qualification	Monthly emolument (Rs.)	Job Descriptions
Project Fellow (Office of Associate Dean Corporate Interaction)	01	PhD in Science/Engineering/Management/Arts with 3 Year experience or M.Tech/MBA with 5 years experience or Graduate (any discipline) with PG Diploma in Journalism with 3 Year experience or B.Tech with 10 years of relevant experience. Applicant should have experience in Corporate Communication, with skills in writing, presentation, event management, data analysis, research and critical thinking. Experience in developing the Corporate Communication Strategy in line with technology trends is desired. Preference will be given to candidates from the top 25 Institutes as per NIRF-2020 ranking or top 500 International QS ranking institutes and candidates with experience in	40000/- to 100000/- + HRA	<ol style="list-style-type: none"> 1. Planning Developing & Implementing corporate interaction strategies; sustain/improve industry-academic interaction and build relationships. 2. Liaising with stakeholders and responding to queries from individuals and other organizations. 3. Use digital marking for strategy development. 4. Researching and connecting with corporate industries. 5. To assist in managing information, reporting, editing, and publishing them using online and traditional media. To organize activities related to MOU's, technology transfer, industry sponsors and ensure the proper release of information. 6. To handle invitations, agenda preparation, meeting logistics, and on-site coordination for all meetings.
Project Assistant (Office of Associate Dean Corporate Interaction)	01	Graduation with at least 5 years Experience	15000/- to 45000/- + HRA	<ol style="list-style-type: none"> 1. Assisting in Planning Developing & Implementing corporate interaction strategies, industry-academic interaction and building relationships, communicating with faculty members and key collaborators, liaising with, and replying to queries from individuals and other organizations via telephone & email. Researching, writing and connecting with corporate industries.
Project Associate (Admn. / Accounts) Dean SRIC Office	02	Post-Graduation with at least 15 years of relevant Experience.	25000/- to 60000/- + HRA	<ol style="list-style-type: none"> 1. Coordinating and Maintaining of all Research Projects, management of project from registration to the closure of the same. Dealing with all kind of letters related to Research Project, Recruitment of Project Staff, Data entry on software and letter typing, , preparing of Project Database. Preparation of reports, Internal and External office Communication, Data compilation and processing related to projects. 2. Management of Accounts related activities, Data Entry for all Bills, Preparation of NEFT transfer to the Bank, Preparing Financial Statements, Dealing with Advance payment and their Adjustment, Foreign payment, Data Management/ Reconciliation of all the project.

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
 - Candidates desiring to appear for the Interview should submit their application with scan copy of the following documents to the office of Principal Investigator through email at arsric@iitr.ac.in.
 - 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.
2. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
3. Preference will be given to SC/ST candidates on equal qualifications and experience.
4. Please note that no TA/DA is admissible for attending the interview. *arsric@iitr.ac.in by August 3, 2021*
 The last date for application to be submitted through email is by (E-mail received after the stipulated date & time shall be rejected) date and time of interview will be intimated by e-mail. *EOI*

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

Tel:
Email:

Fax:

21.7.21
Name and signature of Principal Investigator

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

Approved
Mamish
DEAN (SRIC)
July 2021
As
21/7/21