

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
DEAN OF INTERNATIONAL RELATIONS**

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

Applications are invited from Indian nationals only for project positions as per the details given below for the research project under the **Principal investigator (Name: Prof. V.C. Srivastava)**, Dept./Centre Dean of International Relations, Indian Institute of Technology Roorkee.

1. **Title of Project** : **International Relations Promotional Account (IRPA-ADIR-WH)**
2. **Advertisement No.** : **IRPA/2025/03**
3. **Sponsor of the project** : **IIT Roorkee**
4. **Duration** : **For initially ONE year with a possibility to renew the yearly contract based on the performance**
5. **Project position(s) and number:**

<b>Project Position</b>	<b>No. of Positions</b>	<b>Minimum Qualification</b>	<b>Monthly Emoluments</b>	<b>Job Description</b>
Project Officer (Admin.)	01	B.Tech/ B.E./ B.Sc. /M.Sc. /M.E. / M.S. / with at least 5 years of relevant experience.	Rs. 25,000/- to 75,000/- +HRA	International students (communications, admission, coordination and accommodation); Student Registration, Bonafide certificate and visa support (Inbound & Outbound), Faculty: Ex-India leaves, Data updating (International students and Inbound & Outbound mobility students)
Project Officer (Inbound Coordinator)	01	B.Tech/B.E./M.B.A./M.Sc. /M.Tech/ M.E. / M.S. / with at least 4 years of relevant experience or Ph.D. in Eng. Science/ Arts	Rs. 25,000/- to 75,000/- +HRA	Coordinating various activities under international research projects and helping in the writing of international projects. Conducting activities related to inbound student mobility under different semester exchange programs, joint degree programs, and internships.
Project Officer (Outbound Coordinator)	01	B.Tech/B.E./M.B.A./M.Sc. /M.Tech/ M.E. / M.S. / with at least 4 years of relevant experience or Ph.D. in Eng. Science/ Arts	Rs. 25,000/- to 75,000/- +HRA	Conducting activities related to outbound student mobility under various semester exchange programs and internship programs. Regular updation of IR website. Maintaining student data and faculty data for ranking purposes. Coordinating inbound student mobility under joint degree programs.

**Necessary Skills:**

1. **Proficiency in computer-based data processing**
2. **Good communication skills in English ((both written & oral) and the ability to prepare high quality briefings and reports**

**Note:**

1. The job description given for 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 with experience related to the job descriptions mentioned in the above table would be given preference.
2. A contractual project staff to be appointed against this advertisement shall execute a contract Agreement (on revenue stamp paper of Rs. 100/-) with P.I. at the time of joining with explicit provision that the contract

may be terminated by either side, staff or P.I., giving one month's notice or one month's consolidated emoluments in lieu of the notice.

3. Candidates, before applying for the position, shall ensure that he/she is eligible for the post.
4. Candidates, before appearing for the interview, shall ensure that they are eligible for the position they intend to apply
5. Candidates desiring to appear for the interview should submit their application with a scanned copy of the following documents to the principal investigator's office through email at [dean.ir@iitr.ac.in](mailto:dean.ir@iitr.ac.in) or produce it at the time of the interview.
  - a) Cover letter on plain paper with a detailed CV (affixed with a passport-size photo) including degrees/certificates and experience obtained in chronological order.
  - b) Details of work done and experience, especially relevant to the position applied for.
  - c) Self-attested copies of testimonials such as academic and professional degree/certificates and experience certificates, appointment letters, publications, training, and national identity (Adhar, Passport, Driving License, PAN, Voter ID etc.).
5. Applications delivered after the last date due to any postal delay, technical adversities, or any unavoidable reason will summarily be rejected and not entertained under any circumstances.
6. Candidates shall bring the original degree(s)/certificate(s) and experience certificates for verification at the time of interview.
7. Preference will be given to SC/ST candidates on equal qualifications and experience.

**Please note that no TA/DA is admissible for attending the interview.**

**The walk-in interview will be held at the IR Office on 2<sup>nd</sup> March 2025 at 02:00 P.M. please bring the original documents & Experience certificate.**

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**Email: [dean.ir@iitr.ac.in](mailto:dean.ir@iitr.ac.in) (Please mention advt.no. and post name in the subject line)**

  
(V.C. Srivastava)  
Dean (International Relations)  
Principal Investigator  
International Relations Promotional Account  
(Dr. V. C. Srivastava)  
Dean International Relations

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

डीज (सिक)/(Dean SRIC)  
भा. प्रौ. सं. रूड़की/IIT Roorkee