

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(INTERNAL AUDIT SECTION)
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 P.I. (**Name: Dean, Finance & Planning**), Dept./Centre **Internal Audit Section**, Indian Institute of Technology, Roorkee.

1. Title of Project : **“Facilitation of Preparation of Audit Reports”**
2. Sponsor of the Project : **Internal Audit Section, IIT Roorkee**
3. Project Position(s) and number : **Project Assistant, 01 (One) No.**
4. Qualifications : **Post Graduate with 10 years relevant experience having good knowledge of Computer.**
5. Emoluments : **Rs. 25,000/-P.M.+HRA**
6. Duration : **One Year**

7. Job Description:

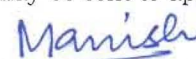
- Preparation of Audit Reports in Hindi & English. Personal office assistant in the office of the Joint Registrar (Internal Audit). Preparation of Audit and others Report time to time as per directive by Joint Registrar (Internal Audit) in Hindi & English.
 - Coordinating and maintaining all type of files the General correspondence. Worked as dealing Assistant at various seats of Internal Audit Section in case of requirement. Data entry and Letter Typing Hindi & English.
 - Pre-Audit of MHRD (Plan-Non Plan)/SRIC Office bills like Purchase related bills. Entry of Personal, Pension, Family Pension files etc. Using online program “Document Management System” for speeding –up day to day work of Internal Audit Section. Dairy and Dispatch work etc.
8. Candidate before appearing for the interview shall ensure that are eligible for the position they intend to apply.
 9. Candidates desiring to appear for the online interview should submit their applications with scan copy of the following documents to the office of Principal Investigator through email at internal.audit@iitr.ac.in (any document sent through hard copy shall not be entertained).
 - 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.
 10. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of Joining for verification.
 11. Preference will be given to SC/ST candidate on equal qualifications and experience.
 12. The advertisement for this post was published for walk-in-Interview on 12.04.2021 which was postponed due to covid-19.
 13. The last date for application to be submitted through email is 30.06.2021 by 2:00 P.M. (E-mail received after the stipulated date & time shall be rejected).date and time of interview will be intimated by e-mail.

Important Notice: Candidates are informed that is no need to send the hard copy of the application only online application through e-mail will be entertained.


Joint Registrar (Internal Audit)


**Principal Investigator (P.I.)
Dean, Finance & Planning**
21 JUN 2021

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


डॉन (इंटरनल) (Dean SRIC)
भा. प्रौ. सं. रूड़की/IIT Roorkee
22/6/21