INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(Coordinator, Continuing Education Centre)

ADVERTISEMENT TO FILL UP PROJECT POSITIONS

Applications are invited from Indian Nationals Only for the project positions as per the details given below for the project under the Principal investigator Coordinator, Continuing Education Centre (CEC), Indian Institute of Technology Roorkee.

1. **Title of Project** : CEC-DDF Account
2. **Sponsor of the Project** : IIT Roorkee
3. **Duration** : For one year with a possibility to renew the yearly contract based on the performance

4. **Project Position & Number** :

Project Position(s)	No. of Position	Minimum Qualification & Experience	Monthly Emoluments	Job Description
Project Associate	1	Qualification: B.Tech (CSE / IT/ECE) with min. 2 years of relevant experience or M.Tech. (CSE / IT/ECE) : Knowledge of Programming Languages such as e.g. PHP,/JAVA Script, HTML and CSS, Good Skills with MS Office Tools, Google G-Suit and scripting	30,000/- to 40,000/- + HRA	Database management of course participants. Preparation of digital documents, Online portal management, website content preparation, and other CEC office activities.

Necessary Additional Skills :
1. Good practical experience in computer- applications
2. Good communication skill in English (both written & oral)
3. Candidates are expected to undertake and execute multiple tasks related to various other- activities of the CEC office.

Note:

1. Candidates before applying for the position shall ensure that they are eligible for the position they intend to apply.
2. Interested candidates may send the details in the google form shared through the below link :

https://forms.gle/Vz2B7JZnTeZzd3UM8

3. Please note that the link to the form will be activated up to October 15 at 6.00 pm.
4. Candidates should keep ready the original degree(s)/certificate(s) and experience certificate(s) at the time of interview verification.
5. Candidates with experience relevant to the job description would be given preference.
6. Preference will be given to SC/ST candidates on equal qualifications and experience.
7. Please note that TA/DA is not admissible for attending the interview.

Only shortlisted candidates with suitable experience will be called for a personal interview via Webex. The date and time for the interview to the shortlisted candidates will be intimated by email.

Tel: 01332- 285227
Email: contd@iitr.ac.in

Approved,
Manish
डीन (रिक)/Dean (SRIC) 2021.
भा. प्रौ. सं. रुड़की/IIT Roorkee

(Sanjeev Manhas)
Coordinator, CEC