

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
(IIT ROORKEE DEVELOPMENT FOUNDATION)**

**ADVERTISEMENT TO FILL PROJECT POSITIONS**

**Dated: 08-04-2024**

Applications are invited from Indian nationals only for time-bound project position(s) as per the details given below under IIT Roorkee Development Foundation (IITRDF- A Section 8 – Not for profit Company)

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|--------------------------------|--------------------------------------------------|
| 1. Title of Project            | : DORA Promotional Account                       |
| 2. Sponsor of the project      | : IIT Roorkee Development Foundation             |
| 3. Duration                    | : For one year (Extendable based on performance) |
| 4. Project position and number | :                                                |

<b>Project Position</b>	<b>No. of Position</b>	<b>Minimum Qualification</b>	<b>Monthly Emoluments</b>	<b>Job Description</b>
Liaison Officer	01	<p><b>Qualification:</b> BTech, MTech, PhD degree in any Engineering discipline with very good academic records.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Excellent Technical communication and presentation skills.</li> <li>• Excellent skills in proposal writing and content writing.</li> <li>• Effective knowledge of computer applications.</li> <li>• Technical writing and content writing.</li> <li>• Relevant international exposure to project handling and management (if any).</li> </ul>	Up to 1 Lakh	<ul style="list-style-type: none"> <li>• Liaisoning with funding agencies and concerned authorities.</li> <li>• Develop growth strategies and plans.</li> <li>• Helping the IITR faculty in finalization of their proposals by liaisoning with funding agencies/ corporate management.</li> <li>• Website support and management.</li> <li>• Negotiate with stakeholders such as alumni, corporates and philanthropists.</li> <li>• Analyze tender and apply for related CSR skill projects.</li> <li>• Drafting and managing Memorandum of Understanding.</li> <li>• Identifying client's needs and be proactive in tapping opportunities.</li> <li>• Monitor, track and communicate progress in the professional manner to Clients, for building trust and transparency.</li> </ul>

## HOW TO APPLY

To apply for this position, please send a cover letter, brief portfolio of relevant experience and resume to [finance.df@iitr.ac.in](mailto:finance.df@iitr.ac.in) with the subject line with the name of project position.

Note:

1. Job description is indicative and not the exclusive. The employee would be required to work in team across all activities of the IITRDF. Candidates with experience related to the job descriptions mentioned in above table would be given a preference.
2. A contractual project staff to be appointed against this advertisement shall execute a Contract Agreement with IITRDF at the time of joining with explicit provision that client side, the IITRDF may terminate the contract, by giving one-month notice or one month's consolidated emoluments in lieu of the notice.
3. Candidates before applying for the position shall ensure that they are eligible for the position they intend to apply.
4. Candidates should submit their applications with the following documents to the office of IITRDF through email on or before last date of application:
  - a) Application on a plain paper with detailed CV including chronological order of degrees/certificates obtained.
  - b) Detailed of work done and experience, especially relevant to the position applied for.
  - c) Self-Attested copies of degrees/certificates.
5. The interview will be conducted in hybrid mode.
6. Please note that TA/DA is not admissible for attending the interview.

**The last date for submission of application is April 21, 2024 (5 P.M.)**



Prof. R.D. Garg  
Managing Director

IIT Roorkee Development Foundation  
**Managing Director**  
IIT Roorkee Development Foundation

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