

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
(Department of Mechanical & Industrial Engineering)

Dated: 03-07-2026

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, Department of Mechanical & Industrial Engineering, Indian Institute of Technology, Roorkee.

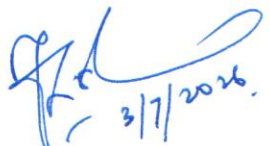
1. **Title of project:** "Research and experiential learning center on sustainable energy and circularity"
2. **Sponsor of the project:** NTPC Limited, New Delhi
3. **Project position(s) and number:** **Project Officer (Admin/Accounts)** and 01 nos.
4. **Qualifications:** Masters in computer science with good communication & computer skill.
5. **Experience (After Master only):** 13-15 yrs experience at IITs/Government/Public sector, with a minimum of 7-8 yrs experience/exposure related with accounting/ finance management/Data processing/purchase & procurement in R&D projects/material management/purchase-section (at any IITs/Central govt sectors only).
6. **Emoluments:** 25,000/- to 1,00,000/- + HRA
7. **Duration:** Three (03) years or up to the project tenure (as applicable)
8. **Job Description:** All accounts/purchase/administrative work of the center which includes reconciling accounts for all invoices, reimbursements, and expense claims as per institutional and sponsor guidelines, maintaining financial records, ledgers, and accounts, preparing utilization certificates for sponsored projects, coordinating logistics and arrangements for review meeting and Centre-related events, and time to time work assigned by PI.
9. Candidates before appearing for the interview shall ensure that they are eligible for the position.
10. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Investigator/PI through email, and/or produce at the time of Interview:
 - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
 - Experience including research, industrial field and others.
 - Attested copies of degree/certificate and experience certificate.
11. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
12. Preference will be given to SC/ST candidates on equal qualifications and experience.
13. Please note that no TA/DA is admissible for attending the interview.

The interview will be held at **Room #233, AVTAR Lab**, Mechanical & Industrial Engineering Dept, IIT Roorkee

on 15th July 2026 at 11:00 AM.
(Reporting time: 09:00 AM to 10:00 AM)

Tel : 01332-286734 (off)

Email : ntpc.office@iitr.ac.in, ntpc.coe@iitr.ac.in


3/7/2026
(Prof Manish Mishra)

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

Approved


Dean
Sponsored Research & Industrial Consultancy
Indian Institute of Technology Roorkee
Roorkee-247 667 (INDIA)


06/07/2026


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