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**INDIAN INSTITUTE OF TECHNOLOGY,  
ROORKEE  
(Name of Dept./Centre)**

Dated: 13-04-2022

**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 (Name: **Prof Gaurav Raheja**). Dept./Centre **Architecture and Planning** Indian Institute of Technology, Roorkee.

1. Title of project : SMUS 2023 International Conference
2. Sponsor of the project : TU Berlin / DAAD, Germany
3. Project position(s) and number : Project Associate, **02** Numbers
4. Qualifications : Master's Degree in the field of Architecture, Planning, Social Science, Engineering, Arts or related disciplines with minimum **CGPA 7.5 or 75%** and minimum 1-year professional experience in related fields.

Skills :

- Excellent Verbal and Written Communication skills including Emails (English)
- Coordination, Management and IT skills
- Ability to prioritize effectively and manage multiple demand while maintaining an organized working environment
- Flexibility to undertake a range of conference management tasks

5. Emoluments : Consolidated pay of **Rs 55,000** per month
6. Duration : **12.5 Months** (15th May 2022- 31st May 2023)
7. Job description : Administration and Management of the SMUS International Conference 2023 through emails and related services (gcsmus.org)  
Plan and develop the content for the SMUS and related Websites  
Travel Coordination (International & National)  
Logistics Planning of the conference & Financial Management  
Record keeping of the Conference  
All other related duties as and when required.

*Applicants should be willing to travel and should be flexible and open to working all days depending on work exigencies.*

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email (smusapplication.iitroorkee@gmail.com):
  - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
  - Experience including management, administration, industrial and others.
  - Attested copies of marksheets, degree/certificate and experience certificate in single PDF.
3. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
4. Preference will be given to SC/ST candidates on equal qualifications and experience.
5. Please note that no TA/DA is admissible for attending the interview.

The last date for application to be submitted to office / through email to [smusapplication.iitroorkee@gmail.com](mailto:smusapplication.iitroorkee@gmail.com) of Principal Investigator is **02-05-2022** by **5 PM**.

The interview will be held **ONLINE** and the date shall be communicated to the shortlisted candidates through email.

Prof Gaurav Raheja

*Gaurav Raheja* 13.04.2022

Name and signature  
of Principal Investigator

Tel: 01332- 5709  
01332- 6046

Email: [smusapplication.iitroorkee@gmail.com](mailto:smusapplication.iitroorkee@gmail.com)

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

*Approved*

*Manish*

*13 Apr 2022*

डीन (सिंक)/(Dean (SIC))  
आ.प्रौ.सं.रुड़की/IIT Roorkee

*Sushant*  
*13/04/2022*