

Advertisement for Walk-in-Interview

Positions: 01 Scientific and Administrative Assistant and 01 Technical Assistant

Project: Anusandhan National Research Foundation (ANRF) (Formerly SERB) funded PAIR Project – Dynamic Research Ecosystem for Advanced Materials (DREAMS)

Institute: Indian Institute of Technology Ropar

A walk-in-interview will be conducted to select candidates for the following positions under the DREAMS consortium of the ANRF PAIR project:

- One (01) Scientific and Administrative Assistant
- One (01) Technical Assistant

Date of walk-in Interview: Monday, October 6, 2025

Venue: Block A, Physics Meeting Room (A-308), Har Gobind Khorana Building, IIT Ropar.

Time of Interview: The interview will be conducted in offline mode from 10:30 am onwards. Candidates are requested to report by 10:00 am at the Physics Meeting Room.

Application Process:

Candidates must appear before the selection committee with the following documents:

1. Updated CV including contact number and email address
2. Government-issued photo identity proof and age proof (original and photocopy)
3. Original and photocopies of mark sheets/certificates

Age Limit: Not more than 35 years.

Minimum Educational Qualifications

1. Graduate degree in any discipline for Scientific and Administrative Assistant.
2. Bachelor's degree in Science / 3-year diploma in Engineering & Technology / B.Tech. for Technical Assistant.

Desirable Qualifications (not mandatory)

- (a) Previous project-related work experience
- (b) Proficiency in computer applications
- (c) Good knowledge of English for email communication and reporting

Job Descriptions

1. Scientific and Administrative Assistant: The selected candidate will be responsible for:

- Day-to-day scientific and office management.
- Assisting in laboratory work
- Managing balance sheets for project-related expenditure

2. Technical Assistant

The selected candidate will be responsible for:

- Managing files related to procurement of technical instruments.
- Assisting in laboratory work for material growth and characterization, and maintaining log books.
- Handling purchase-related paperwork.

Duration of Project: Five years. Initially, the appointment will be for three months, with the possibility of extension based on performance. *(The post is co-terminus with the project.)*

Fellowship / Salary

- **Scientific and Administrative Assistant:** Rs. 24,000 + 10% HRA per month
- **Technical Assistant:** Rs. 27,000 + 10% HRA per month

Notes

1. No TA/DA will be paid for attending the interview.
2. All terms and conditions of this recruitment will follow the guidelines of DST-SERB and IIT Ropar, Rupnagar, Punjab.
3. Candidates must produce original certificates and mark sheets in support of educational qualifications and age at the time of joining for verification
4. For any clarification, please contact mkumar@iitrpr.ac.in and vivekanand.shukla@iitrpr.ac.in