

# IIT ROORKEE DEVELOPMENT FOUNDATION, ROORKEE

Dated: June 25, 2024

## Advertisement for the post of Chief Executive Officer (CEO), IITRDF

Applications are invited for the position of Chief Executive Officer (CEO), IITRDF as per the details given below under the Managing Director (Name: Prof. R.D. Garg), IIT Roorkee Development Foundation (IITRDF), Roorkee.

1. **Company:** IIT Roorkee Development Foundation (a Section 8 - Not for profit Company)
2. **Location:** IIT Roorkee, Roorkee, Uttarakhand/ GNEC Campus, IITR, Greater Noida
3. **Duration:** Initially 2 years (Renewable based on performance)

Position	Minimum Qualification/ Experience	Monthly Emoluments	Job Description
Chief Executive Officer (CEO), IITRDF, Roorkee	<p><b>Essential:</b> B.E./B.Tech. in any branch of Engineering and Executive Masters or MBA preferably in International trade from leading schools/colleges in India/Abroad.</p> <p><b>Desirable:</b> Qualified from leading Indian/Global Engineering and/or Business Schools.</p> <p><b>Experience:</b> At least 20 years of Industry experience with proven track record of strategizing synergy among Academia, Industry and Government.</p>	INR 2.5 lakhs per month + HRA as per IITRDF norms (based on experience, and negotiable)	<ul style="list-style-type: none"><li>• Exploration, evaluation, facilitation and enhancement of fund-raising prospects, strategies and activities.</li><li>• Engaging and development of long term, sustainable relationship with corporates/ trusts/ foundations and such other potential Donors/ Philanthropists.</li><li>• Promotion of various activities and programs conducted by IIT Roorkee in the field of education, research and practice.</li><li>• Managing relationship with IIT Roorkee Faculty, administration and alumni.</li><li>• Interact with outside organizations both academic and Industrial for betterment of the foundation.</li><li>• Funding ways &amp; means to generate fund in terms of projects, technology transfer, etc. in India and abroad for a robust sustainability model.</li></ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Being the CEO, define and build the core nucleus of the organization, structure, functioning processes in line with the purpose and vision of the foundation which is mainly for raising funds for the development of institute.</li><li>• Build relationships with all stakeholders (corporates/ trusts/ foundations and such other potential Donors/ Philanthropists).</li><li>• Should be able to work with Board of Directors of IITRDF and assist them in their day to day operations.</li><li>• Work effectively to generate funds for IITRDF in order to be self-sufficient as soon as possible.</li><li>• Should be able to work with the institute administration to define mission, staff management, financial management, legal issues management, accountability, and effectiveness.</li></ul>

# IIT ROORKEE DEVELOPMENT FOUNDATION, ROORKEE

## Requirement:

### The profile of the CEO is expected as follows:

- Prior experience in handling fund-raising activities for organizations with a clear vision of developmental activities. .
- Ability to interact comfortably with eminent and senior academic / corporate/ administrative personalities and other stakeholders.
- Effective Management, Communication, Organizational Development and Planning skill.
- Should be willing to travel extensively.
- Must have work exposure at International level.

## Note:

1. Selection would be based on screening of applications followed by interaction of suitable applicants.
2. **Candidates desiring to be considered should submit their applications with the following documents along with references (if any) to the office of undersigned through email on or before the last date of application:**
  - i) Cover letter
  - ii) CV including chronological order of degrees/certificates obtained.
  - iii) Attested copies of degrees/certificate and experience certificates.
  - iv) Portfolio (indicating details of work done and experience, especially relevant to the position applied for)
  - v) Vision statement
3. Applications without any of the above components may be rejected.
4. Only the shortlisted candidates will be called for interaction/interview.
5. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
6. Please note that TA/DA is not admissible for attending the interaction/interview.

**The application have to be submitted by email to the Managing Director ([finance.df@iitr.ac.in](mailto:finance.df@iitr.ac.in)) by 5 PM of 28 July 2024.**

Tel: 01332- 285840  
Email: [finance.df@iitr.ac.in](mailto:finance.df@iitr.ac.in)

  
(Prof. R.D. Garg)  
On Behalf of Board of Directors  
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 Managing Director for wider circulation.