भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/16/2026 Dated November 19, 2026

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following positions including backlog vacancies:

Sl. No.	Name of the post(s)	No. of Vacancies							Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC (NCL)	EWS	PWD	Total	
1	Assistant Registrar	1	1	-	1	1	-	4	Level 10 of Pay Matrix ₹56100-177500/-
2	Counsellor	1	1	1	1	1	-	5	Level 10 of Pay Matrix ₹56100-177500/-
3	Executive Officer	2	-	-	1	1	-	4	Level 10 of Pay Matrix ₹56100-177500/-

The qualification, experience and age limit for the above post(s) are as under:

1. **Assistant Registrar**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from recognised Universities/Institutes of repute and consistently good academic records.

Essential Experience: At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹35400-112400/- (Pre-revised: PB-2, GP ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments; Experience in Computer System & Applications, Office Automation.

Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR will be preferred.

Age: Preferably 40 years

2. **Counsellor:**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification & Experience : Masters degree in Psychology with specialization in clinical / social psychology with 2 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute. **OR** M. Phil in Clinical Psychology with 1st class, along with atleast 2 years of relevant experience. **OR** MA in Clinical Psychology with 1st Class along with 3 years of relevant experience.
Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.

Desirable: i) M. Phil/ Ph.D. in psychology preferred.
ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Age : Preferably 35 years.

3. **Executive Officer :**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from a recognised University/Institute of repute.

Essential Experience:

At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.

- Working and liasoning with students and / or corporate.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR department of any reputed organisation.

Desirable: Preference will be given to candidates possessing MBA Degree.

Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools

Age: Preferably 35 years.

GENERAL INSTRUCTIONS

1. Reservation as per Government of India Rules.
2. Age relaxation is applicable as per Government of India norms.
3. The crucial date for determining the age limit shall be the closing date of submission of online applications.
4. Reserved category applicants shall be required to upload the latest Caste/Category certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.
5. Applicants belonging to OBC (Non Creamy Layer) category shall have to upload OBC(NCL) certificate otherwise, such applicants shall be considered as unreserved category applicants. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. OBC-NCL certificate shall be issued on or after 01.04.2026 but not later than the last date of online applications.
6. Application under EWS category shall be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2025-2026 issued on or after 01.04.2026 but not later than the last date of online applications valid for the year 2026-2027 shall be considered valid.
7. PwD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.
8. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
9. Degree certificate should have been awarded by a recognized University/Institute.
10. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.
11. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
12. Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of interview.
13. Candidates must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances.
14. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

15. The Institute reserves the right to fill or not fill any of the advertised positions.
16. The number of vacancies may be increased or decreased depending upon Institute's requirement.
17. Institute strives to have a workforce which reflects gender balance. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.
18. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
19. The Institute also reserves the right to offer post on contract basis instead of regular post, depending upon the qualification, experience and/or performance in the selection process.
20. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
21. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **December 19, 2026.**
22. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Jobs >> Staff Opening]** on or before **19-12-2026.**
23. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**
24. **Application Fee:** Rs. 500/- (Rupees five hundred only) by SC/ST/PwD/Women candidates and Rs.1000/- (Rupees one thousand only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards).

    The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.
25. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to the shortlisted candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [http://www.iitkgp.ac.in>> Jobs >> Staff Opening] regularly, for subsequent amendments, if any.
26. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test/interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.
27. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
28. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
29. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
30. If any problem is encountered during online application, please contact: **erp.nonfacrec@iitkgp.ac.in**

कुलसचिव / **Registrar**