INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302, INDIA

Sponsored Research and Industrial Consultancy

Mr. Rajarshi Banerjee
Administrative Officer (Projects)

ADVERTISEMENT NO. : IIT/SRIC/R/STC_2792_ZBSA/2026/104, DATED November 08,2026

Applications are invited on plain paper for the following assignment in a purely time bound research project undertaken in the Department of Kalpana Chawla Space Technology Cell of this institute for a period of one year from the date of joining with a provision of extension for a maximum period up to four years or termination of the project, whichever is earlier, based on performance.

1. Name of the temporary assignment	:	1) Sr. project Assistant-II 1 post/s
2. Name of the temporary research project	:	ISRO-IIT KHARAGPUR SPACE TECHNOLOGY CELL (Project Code – R/STC_2792_ZBSA)
3. Name of the Sponsoring Agency	:	Indian Space Research Organisation
4. Consolidated Compensation (per month)	:	1) Rs. 25500 /- (depending on qualification and experience)

5. Qualifications & Experience :

1) Rs. Bachelors degree with knowledge of Computer office application like MS Word, MS Excel etc , excellent communication and drafting skill, and 3 years of experience of administrative work. b) Excellent communication and drafting skills c) Strong knowledge computer systems and applications, office automation.
Relevant experience in maintaining electronic record system, equipment maintenance, tender process, organizing meeting/workshop/conference. /-

The qualifications and experience prescribed are the minimum and mere possession of the same does not entitle a candidate to be called for the interview.

(Rajarshi Banerjee)