



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302, INDIA
Sponsored Research and Industrial Consultancy

ADVERTISEMENT NO. : IIT/SRIC/R/STC_2792_ZBSA/2026/102, DATED

Applications are invited through online for the following assignment in a purely time bound research project undertaken in the Department of Kalpana Chawla Space Technology Cell of this institute.

- Name of the temporary assignment : 1) Sr. Project Executive Officer- [GR-1] (Administration) - Adm & Accts, No. of post: 1.
- Name of the temporary research project : ISRO-IIT KHARAGPUR SPACE TECHNOLOGY CELL
(Project Code – R/STC_2792_ZBSA)
- Dept./Centre/School : 1) Kalpana Chawla Space Technology Cell
- PI/Co-PI : Prof./Dr. Debarati Sen
- Application fee(In Rs.) : General / Male / OBC: 0
, Female : 0, SC/ST: 0
- Name of the Sponsoring Agency : Indian Space Research Organisation(Sr. Accounts Officer,Antariksh Bhavan,
New BEL Road, Bangalore- 560231)
- Consolidated Compensation (per month) : 1) upto 75000
(depending on qualification and experience)
- Qualifications & Experience : 1)
Essential Qualification :
a) Master degree in Administration / Management / relevant discipline with 1Yr Class OR b) Bachelor's Degree in any discipline from a recognized university with significant relevant experience. c) Excellent communication and drafting skills d) Strong knowledge of office administration and computer applications.
- Desired Experience :
Desirable Criteria: More than 28 years of relevant experience in administration / project management / institutional coordination. Drafting Joint Policy Committee (JPC) meeting agenda, Minutes of the meeting and day to day email correspondence to RESPOND coordinator, ISRO, DoS and PIs. Experience in handling ISRO, DoS projects preferred. Website upgradation. Provide Secretarial and Administrative Support to the Chairperson and the centre.
- Experience: Knowledge in purchase tendering and procurement procedures through GeM. Also having knowledge in processing payments, invoices, and reimbursements. Desirable Skills: Leadership and team management. Knowledge of purchase procedures and finance rules. Report writing and documentation. Problem-solving and multitasking ability. Supporting project leadership in execution and monitoring activities.
- Age Limit : 55 years. Age rules may be relaxed upon fulfilling sponsor agency rules if any.
- Tenure : 36 Months or the termination of the project, whichever is earlier.

Note:1. 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.
2. Age as on last date of advertisement.

Application fee shall be deposited in the following bank account through RTGS/NEFT/NET Banking etc. as under:
1).BANK NAME: STATE BANK OF INDIA(00202);2).BANK ADDRESS: P.O:KHARAGPUR
TECHNOLOGY,DIST:MIDNAPORE;WEST BENGAL-721302;3).NAME OF BANK A/C: IIT SRIC-OM
Account;4).ACCOUNT NO: 39502115210;5).IFSC CODE: SBIN0000202;6).SWIFT CODE: SBININBB339;
The transaction details(UTR No./Transaction ID etc.) should be mentioned in the Application Form.