INDIAN INSTITUTE OF TECHNOLOGY

KHARAGPUR – 721 302, INDIA

Sponsored Research and Industrial Consultancy

ADVERTISEMENT NO. : IIT/SRIC/R/STC_2792_ZBSA/2026/104, DATED 2026-11-06

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 Assistant-II - 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
Last date of application	:	November 20, 2026
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 25500 (depending on qualification and experience)
Qualifications & Experience	:	1) Essential Qualification : 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. Desired Experience : Relevant experience in maintaining electronic record system, equipment maintenance, tender process, organizing meeting/workshop/conference. Age Limit : 35 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. 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.