

**भारतीय प्रौद्योगिकी संस्थान खड़गपुर**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**Advertisement No.: IIT/SRIC/01/2014 Dated July 01, 2014**

Indian Institute of Technology Kharagpur, through its Sponsored Research & Industrial Consultancy (SRIC) Cell has taken up major initiatives & new directions in developing & applying the available R & D expertise. These include incubation & entrepreneurship, large research centres, development of technology parks & turnkey projects. In order to achieve success in these activities, it is felt that qualified persons with background of project management are needed for administration & financial management of project activities. Indian nationals with dedication & commitment are invited to apply for the following posts on deputation for a period of one year from date of joining with provision of extension for a maximum period up to five years based on performance.

**1. Senior Administrative Officer (Finance & Project Management) - 1 Post**

**Pay Band and Grade Pay:** Pay Band – `15,600-39,100/- with Grade Pay of `7,600/- and allowances as admissible.

**Qualification & Experience:** The candidate should have postgraduate degree with at least 55% marks or its equivalent grade with specialization in Finance/Administration or ICWA/CA/MBA (Finance) with proven skills in the areas of Financial Management, Budgeting, Internal Audit, Investment, Project Management and adequate exposure to computerization. Should have minimum post qualification experience of 5 years in a post carrying a pay band of `15,600–39,100/- with Grade Pay of `5,400/- or equivalent in IIT/University/Research Institute/Govt./Public/Private Sector.

**Job Requirement:** (a) To be responsible for the financial and general administration of Sponsored Research & Industrial Consultancy (SRIC) Cell which handles a large number of sponsored and consultancy projects, (b) to provide single window service to the faculty members, research students and staff involved in executing projects, (c) to coordinate the interaction between the Principal Investigators, sponsors and other funding agencies and (d) to provide and sustain efficient administration of the SRIC office.

**2. Administrative Officer (Projects) - 1 Post**

**Pay Band and Grade Pay:** Pay Band – `15,600-39,100/- with Grade Pay of `5,400/- and allowances as admissible.

**Qualification & Experience:** The candidate should have a good Bachelor's degree with at least 55% marks or its equivalent grade with specialization in Finance/Administration & should have held responsible administrative position in IIT/University/Research Institute/Government/PSU for a period of 5 Years. Knowledge in HRD, Project management, accounts & competence in modern administrative practice including use of computers in all functional areas of management will be preferred.

**Job Requirement:** To be responsible for administrative management, project accounts & to provide administrative support to the faculty members involved in the promotion of sponsored & industrial consultancy programs.

The selected candidates on deputation may elect to draw either the pay in the scale of pay of the respective post or the basic pay in the parent cadre plus deputation (duty) allowance.

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

Candidate possessing the requisite qualification & experience may submit their application on the format prescribed by the Institute along with a Demand Draft for `100/-, drawn in favour of IIT KHARAGPUR, Payable at Syndicate Bank, Kharagpur to the **"Associate Dean (SRIC), Indian Institute of Technology Kharagpur, Kharagpur- 721 302, India"** on or before **August 14, 2014**.

Application form can be downloaded from the Institute website [www.iitkgp.ac.in](http://www.iitkgp.ac.in) (Quick Links : Non-teaching Positions).

For any other details please contact to Administrative Officer (Projects), IIT Kharagpur, Phone: 03222-282088/2204.

Associate Dean (SRIC)