



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

*Administrative Officer/Senior Executive Officer*

**ADVERTISEMENT NO. : IIT/SRIC/R/SRIC\_ESTT\_FUND/2025/106, DATED DECEMBER 08, 2025**

Applications are invited through online for the following assignment in a purely time bound research project undertaken in the Department of SRIC of this institute.

Name of the temporary assignment	: 1) Professional Trainees - Office procedures, No. of post: 8.
Name of the temporary research project	: SRIC Establishment Expenses Fund (Project Code – R/SRIC_ESTT_FUND)
Dept./Centre/School	: 1) SRIC
PI/Co-PI	: Prof./Dr. Surjya Kanta Pal
Application fee(In Rs.)	: General/Male/OBC: 500 ,Female Application Fee: 250, SC/ST Application Fee: 250
Last date of application	: December 31, 2025
Name of the Sponsoring Agency	: SRIC, IIT KHARAGPUR(Sponsored Research & Industrial Consultancy, IIT Kharagpur)
Consolidated Compensation (per month)	: 1) upto 20000 (depending on qualification and experience)

## Qualifications & Experience

: 1)

### Essential Qualification :

Graduate in any discipline from a recognized university.  
Good working knowledge of computers, MS Office, and email communication.

### Important Instruction

Those who were once selected as Professional Trainee at IIT Kharagpur are not eligible.

Stipend: Rs. 20,000/- (Rupees twenty thousand only) per month. An undertaking will be taken from the trainees at the time of joining to the effect that the entire stipend amount will be refunded back if he/she wants to leave before completion of the training period along with other terms and conditions.

Period of Training: 12 months.

Termination: Any kind of indiscipline, irregularity will lead to short closure of training period without showing any cause or prior notice.

Scope of Work: The selected trainees will be required to work for 8 hours per day for 6 days in a week. They will be engaged in the works related to SRIC of the Institute under the supervision of the Officers of the SRIC.

Leave: 2 and 1/2 days for each completed month of work.

## GENERAL INSTRUCTIONS

1. Reservation for ST/SC/OBC/EWS/PWD as per Government of India Rules.

2. Application fee of Rs. 500/- (Rupees five hundred only) is required for UR/EWS/OBC candidates and Rs. 250/- (Rupees two hundred fifty only) is required for SC/ST/PwD/Women candidates. 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.

3. Application fee shall be deposited in the following bank account through RTGS/NEFT/NET Banking etc. The transaction details (UTR No./Transaction ID) is required while filling up the application form.

(i) Bank Name & Address : State Bank Of India(00202); P.O - Kharagpur Technology, Dist: Midnapore; West Bengal 721302

(ii) Name Of Bank A/C : IIT SRIC-OM Account

(iii) Account No : 39502115210

(iv) IFSC Code: SBIN0000202

(v) Swift Code : SBININBB339

4. Candidates are advised to mention their correct and active e-mail address in the application, as all the correspondences like issuance of call letter or any other information on will be communicated through e-mail only. No separate letter (Hard copy) will be sent for this purpose.

5. Candidates fulfilling the above eligibility criteria may apply online through the following link:  
[https://erp.iitkgp.ac.in/SRICStaffRecruitment/Login.jsp?ref\\_no=IIT/SRIC/R/SRIC\\_ESTT\\_FUND/2025/106](https://erp.iitkgp.ac.in/SRICStaffRecruitment/Login.jsp?ref_no=IIT/SRIC/R/SRIC_ESTT_FUND/2025/106)

6. Last of submission of application online 30.12.2025

7. NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.

8. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

Age Limit : 25

Tenure : 12 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.

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Administrative Officer/Senior Executive Officer