



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/12/2020 Dated September 30, 2020

Indian Institute of Technology Kharagpur is an Institute of Eminence, is the first and largest in the chain of IITs engaged in teaching, research and development. Recently, National Bank for Agriculture and Rural Development (NABARD) has sponsored establishment of Agro Business Incubation Centre (ABIC) at IIT Kharagpur which will be a shared, professionally managed, science and technology infrastructure facility. The ABIC, IIT Kharagpur invites online applications from the Indian Nationals for the following post on a purely contractual basis.

Sl. No.	Name of the post	No. of Vacancy	Consolidated Pay (per month)
1	Chief Executive Officer	1 (UR)	Rs. 1,20,000/-
2	TBI Manager	1 (UR)	Rs. 60,000/-
3	Office Assistant	1 (UR)	Rs. 37,500/-

The qualification, experience and age limit for the above post is as under:

1. Chief Executive Officer : 01 Post

Consolidated Pay : Rs. 1,20,000/- per month.

Essential Qualification :

- First Class B E/B Tech in Agricultural/Food/Mechanical/Chemical Engineering from recognised Universities/Institute of repute with good track record.
- Master's in Business Administration (MBA) or PG Diploma of 02 years duration in Agri Business/ Rural Development/ Operations/ Technology Commercialization from recognised Universities/institute of repute with good track record.

Essential Experience : Minimum 3 years' of working experience in Agri business sector / accelerator program in Level -11 of Pay matrix or equivalent salary.

Desirable : Experience in business mentoring with start up companies and knowledge in Intellectual Property. Good verbal and written communication skills. Strong command in computing, word-processing, data management and internet skills. Analytical skills, Leadership and Team player qualities are desirable.

Maximum age limit: Not exceeding 40 years.

2. TBI Manager : 01 Post

Consolidated Pay : Rs. 60,000/- per month.

Essential Qualification and Experience : M. Tech. in relevant disciplines of Agricultural & Food Engineering / Technology from recognised Universities/Institute of repute with 2 years' experience in Supervisory Level in related field and good track record. **OR** M Sc in Agriculture/ Horticulture/ Food Technology from recognised Universities/Institute of repute with 3 years' experience in Supervisory Level after M Sc in related field and good track record. **OR** Masters in Human Resource Management / Financial Management/ Business Management/ Business Administration from recognised Universities/Institute of repute with 2 years' relevant experience in Supervisory Level and good track record.

Desirable : Experience in operations of agri innovation and knowledge management. Good verbal and written communication skills. Strong literacy in computer, MS Office and Internet.

Maximum age limit: Not exceeding 35 years.

3. Office Assistant : 01 Post

Consolidated Pay : Rs. 37,500/- per month.

Essential Qualification : Bachelor's degree from recognised Universities/Institute of repute preferably B Sc/ B Com/ BBA.

Essential Experience : One year working experience in office management and good track records. Knowledge of accounts and computer operation including MS office, web based content development and experience in maintaining accounts.

Maximum age limit: Not exceeding 30 years.

General Instructions

1. Reservation for SC / ST / OBC / PWD/EWS etc. as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD)/Ex-Serviceman and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT system.
3. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution.
4. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The appointment will be purely on Contract basis initially for one (1) year which can be renewed up to five (5) years based on the evaluation of satisfactory performance or termination of the Project whichever is earlier.
6. Candidates applying for more than one post should apply separately for each post.
7. Candidates should submit their SC/ST/OBCs/EWS/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
8. Degree as referred above should have been awarded by a recognized University/Institute.
9. The candidate applying for any post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
10. Mere eligibility will not vest any right on any candidate for being called for Written/Trade Test/Interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
11. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer at the time of Written/Trade Test/Interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
12. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
13. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. The Institute reserves the right to call only the requisite number of candidates for Written/Trade Test/Interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
16. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
17. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
18. No TA/DA will be paid for appearing in the Selection Process.
19. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **October 29, 2020**.
20. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in> >> **Quick Links >> Non-Teaching Positions**] on or before **October 29, 2020** and send a signed hardcopy print out of online application along with the self attested certificates/testimonials to "**Deputy Registrar (E-III), Indian Institute of Technology Kharagpur-721302, West Bengal, India**". **The last date for receipt of hard copy of application is November 06, 2020. The envelope should be superscribed with the name of the post applied for.**
21. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.


कुलसचिव/Registrar