

IIT KHARAGPUR RESEARCH PARK FOUNDATION

Regd. Off. : IIT Kharagpur Campus, Paschim Medinipur Kharagpur Midnapore
WB 721302

CIN: U73100WB2020NPL241037

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विज्ञापन सं./ Advertisement No.: R/06/2022 Dated February 24, 2022

IIT Kharagpur Research Park Foundation is set up under Section 8 not for profit Company under Company Act, 2013 for operation of the research and innovation activities of the research park at New Town, Kolkata. The Foundation invites online applications from the Indian Nationals for the following posts on a purely contractual basis for a period of five (05) years on yearly renewal basis based on the evaluation of satisfactory performance.

Sl. No.	Name of the post	No. of Vacancy	Consolidated Pay (per month)
1	Executive Officer	1 (UR)	Rs. 75,000/-

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

Consolidated Pay : Rs. 75,000/- per month.

Essential Qualification : A Postgraduate Degree with minimum 55% marks preferably in Management.

Essential Experience : Candidates should have relevant experience in facility / hospitality management.

Maximum age limit: Not exceeding 45 years.

General Instructions

1. IIT Kharagpur Research Park Foundation, a Section 8 Company under Companies Act, 2013, the terms and conditions of appointment shall be governed according to the regulations of Section 8 Company applicable for its employees.
2. **Application fee of Rs. 500/- (Rupees five hundred only) should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). No application fee 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. The Foundation reserves the right to relax experience requirement in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute/University/ Research Institution.
4. The Foundation also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Degree/Diploma as referred above should have been awarded by a recognized University/ Institute.
6. The candidate applying for the 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.
7. Mere eligibility will not vest any right on any candidate for being called for Written/Trade Test/Interview. The decision of the Foundation 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.

8. 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.
9. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
10. The Foundation 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 Foundation shall be terminated.
11. Foundation strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
12. The Foundation 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.
13. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
14. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
15. No TA/DA will be paid for appearing in the Selection Process.
16. 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. **24.03.2022**.
17. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **24.03.2022**.
18. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED. SHORT LISTING WILL BE DONE ONLY BASED ON THE ONLINE APPLICATION.**
19. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

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


निदेशक / Director