



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Advertisement No.: R/ 04 /2014 Dated April 21, 2014**

IIT Kharagpur is looking for **six** contractual positions for Executives for its Institutional Development (ID) programme. The incumbents will report to the Dean (AA&IR) and work under the direction of the Managing Director, Institutional Development.

**i) Name of the Post: Institutional Development Executive**

(a) 2 (Two) positions: Initially the appointment will be made for a period of 2 (two) years on contract basis. Based on the performance they may be regularized in the post.

(b) 4 (Four) positions are contractual, with an initial period not exceeding three years, renewable on a year-to-year basis.

**ii) Pay / Compensation Package:**

a)	For the position as mentioned (a)	Pay Band: ₹ 15600-39100/- (PB-3) + Grade Pay ₹ 5400/- and allowances as admissible.
b)	For the position as mentioned (b)	Up to ₹ 50,000/- per month (Consolidated) depending on qualification and experience.

**iii) Candidates specializing in one or more of the following are being sought:**

- Database and CRM management to maintain communications with the alumni.
- Web content, social networks and communications support.
- Event management for the alumni and students.
- Student liaison and project management for various programs.
- Metrics gathering and branding / PR support and Institute Initiatives.
- Fund raising from alumni / corporate and account management and investment.

**Candidates should indicate his/her preferred functions from the above list.**

**iv) Qualifications:**

Post Graduate degree or diploma in Science, Commerce, Humanities, IT, Management, Mass Communication etc. with minimum 55% marks from recognised institutions.

**with**

Graduate in Science, Commerce or Management or Engineering from a reputed institute with a first class degree (or 60% marks). **OR**

Graduate in English, Mass Communication, other appropriate disciplines of humanities with minimum 55% marks.

**v) Experience:** Candidates with proven track record in a similar capacity in a reputed organization will be given preference. However, recent graduates, with demonstrable skills, will also be considered with reduced compensation. Good oral and written communication skills as well as proficiency in English are a must.

**vi) Place of Posting: IIT Kharagpur / Kolkata or any other places in India.**

**General Information**

- Reservation for ST / SC / OBC / PD / Ex-Serviceman as per Government of India Rules.
- Candidates should submit their SC/ST/OBCs/Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
- Upper age limit is 40 years. However, age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms.
- Mere eligibility will not vest any right on any candidate for being called for 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 / interview. Canvassing in any manner would entail disqualification of the candidature.
- 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 during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.

- f) Degree / Diploma as referred above should have been awarded by a recognized University / Institute.
- g) The Institute reserves the right to restrict the number of candidates for written test / interview to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
- h) 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.
- i) The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- j) Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- k) To-and-fro rail fare by the shortest route being limited to AC-3 tier will be paid to all the candidates called for interview.
- l) Incomplete applications or applications without attested copies of certificates or applications received after the last date are liable to be rejected.
- m) The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
- n) *Prescribed application form may be downloaded from the Institute website: **[http://www.iitkgp.ac.in/downloads/form\\_ide.pdf](http://www.iitkgp.ac.in/downloads/form_ide.pdf)**. The same may also be obtained from the Office of the Assistant Registrar, E-III, Indian Institute of Technology Kharagpur – 721302 (Tel: 03222-282128 / 282135).*
- o) Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kolkata.
- p) *Prescribed* complete application in all aspects should be sent to the **Dean of Alumni Affairs & International Relations, Indian Institute of Technology Kharagpur – 721 302 (email: [deanaa@hijli.iitkgp.ernet.in](mailto:deanaa@hijli.iitkgp.ernet.in))** on or before **May 30, 2014**. Institute will not be responsible for any postal delay.
- q) NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

Dean (AA&IR)