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/02/2025 Dated March 04, 2025

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 three (03) 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	Chief Executive Officer	1 (UR)	Upto ₹ 3,00,000/-
2	Chief Operating Officer	1 (UR)	Upto ₹ 2,00,000/-
3	Accounts Executive	1 (UR)	Upto ₹ 60,000/-

The qualification, experience, age limit and responsibilities for the above posts are as under:

1. Post : Chief Executive Officer

A. Qualification:
   i. **Essential:** Master degree in Engineering / Technology with 1st Class or equivalent grade point average.
   ii. **Desirable:** MBA from leading recognized Schools / Colleges / Institutes **OR** at least 5 years of experience in Technology Management/Entrepreneurship in lieu of MBA.

B. Experience:
   i. **Essential:** At least 10-12 years of relevant experience.
   ii. **Desirable:** Prior experience in translational work of research into products will be preferred.

C. Age limit: Preferably below 60 years as on closing date of application.

D. Brief Job Description: As the CEO of IIT Kharagpur Research Park Foundation, the candidate would manage / coordinate / lead multifarious operational roles like - project management, business development, finance and administration. Specifically, the following are the responsibilities of the CEO –
   i. Making major corporate decisions, managing the overall operations and resources.
   ii. Actively look for possible start-ups, MSMEs, established enterprises etc. to transfer the technologies developed by IIT Kharagpur and its collaborators.
   iii. Mentoring start-ups and creating environment for their success.
   iv. Finding ways and means to generate funds in terms of technology transfer, productize the prototypes etc. in India and abroad.
   v. Report to the Board of the Company.

2. Post : Chief Operating Officer

A. Qualification:
   i. **Essential:** Master degree in any subject or Bachelor of Engineering.
   ii. **Desirable:** MBA from leading recognized Schools / Colleges / Institutes **OR** at least 3 years' of experience in Technology Management/Entrepreneurship in lieu of MBA.

B. Minimum experience: At least 10 years' experience in operations of any commercial organization out of which 3 years' should be running operations of a business unit as a profit centre.

C. Age limit: Preferably below 45 years as on closing date of application.

D. Brief Job Description: Overall responsibility of running the park in providing best quality state-of-the-art service to partners, entrepreneurs and incubators, leading the team of support staff engaged in administration, security, accounts and providing various services.

3. Post :   Accounts Executive

A. **Essential qualification:** Master degree in commerce or MBA or CA/ICWA inter qualified.
B. **Minimum experience:** At least 3 years' experience in accounts, preferably in a research or educational institute or business park.
C. **Upper Age limit:** Preferably below 40 years as on closing date of application.
D. **Brief Job Description:** Maintain and prepare accounts, inventory, asset register and tax returns, administer payroll, control income and expenditure, compile reports, budgets and financial statements and get the accounts audited.

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) for SC/ST/PwD/Women candidates and Rs. 1000/- (Rupees one thousand only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). 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. **04.04.2025.**

17. Candidates possessing requisite qualification and experience are required to **apply online** [**http://www.iitkgp.ac.in**>> **Jobs >> Staff Opening**] on or before **04.04.2025.**

18. Candidates are advised to fill their correct and active e-mail address in the online application as all correspondence will be made by the Foundation through e-mail only. Interview schedule will be e-mailed in due course to the candidates in their registered email. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [**http://www.iitkgp.ac.in**>> **Jobs >> Staff Opening**] regularly, for subsequent amendments, if any.

19. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED. HOWEVER, PERSON EMPLOYED IN GOVERNMENT / SEMI GOVERNMENT ORGANIZATIONS / AUTONOMOUS BODIES MAY REFER THE ABOVE POINT NO. 8.** The Short listing will be done only based on the online application.

20. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, applicant may write an email to erp.nonfacrec@iitkgp.ac.in mentioning the problem encountered during the filling of online application.

निदेशक / Director
IIT Kharagpur Research Park Foundation