



शहरी नियोजन और डिजाइन में उत्कृष्टता केंद्र  
CENTRE OF EXCELLENCE IN URBAN PLANNING AND DESIGN

भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: CoE-UPD/001/2025 Dated January 07, 2025

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites applications from the Indian Nationals for the following positions for its newly created Centre of Excellence in Urban Planning & Design (CoE-UPD), funded by Ministry of Housing and Urban Affairs (MoHUA), Government of India.

The position is 'Full-Time' on temporary basis and the appointment shall be made on contract basis initially for a period of One (01) year as under:

| Sl. No. | Name of the posts                  | No of vacancy | Consolidated Remuneration (per month) |
|---------|------------------------------------|---------------|---------------------------------------|
| 1       | Planning Research Fellow Executive | 1             | ₹ 80,000/-                            |
| 2       | Senior Planning Executive          | 1             | ₹ 60,000/-                            |
| 3       | Planning Executive                 | 1             | ₹ 50,000/-                            |
| 4       | Senior Office Executive            | 1             | ₹ 60,000/-                            |
| 5       | Junior Office Executive            | 1             | ₹ 30,000/-                            |

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

**1. Planning Research Fellow Executive**

- **Consolidated Remuneration:** ₹ 80,000/- per month
- **Essential Qualification & Experience:** Ph.D in Urban/City Planning with expertise in Data Analytics, GIS, AutoCad and Photoshop and knowledge in computer applications like MS Office.
- **Desirable:** The candidate should be willing to travel extensively.
- **Maximum age limit:** 40 years as on last date of application.

**2. Senior Planning Executive**

- **Consolidated Remuneration:** ₹ 60,000/- per month
- **Essential Qualification & Experience:** Master Degree in City/Urban Planning with expertise in GIS, AutoCad and Photoshop and knowledge in computer applications like MS Office.
- **Desirable:** The candidate should be willing to travel extensively.
- **Maximum age limit:** 35 years as on last date of application.

**3. Planning Executive**

- **Consolidated Remuneration:** ₹ 50,000/- per month
- **Essential Qualification & Experience:** Bachelor Degree in City/Urban Planning with expertise in GIS, AutoCad and Photoshop and knowledge in in computer applications like MS Office.
- **Desirable:** The candidate should be willing to travel extensively.
- **Maximum age limit:** 35 years as on last date of application.

#### 4. Senior Office Executive

- **Consolidated Remuneration:** ₹ 60,000/- per month
- **Essential Qualification & Experience :** Bachelor Degree in any discipline with at least 10 years of relevant experience and knowledge in maintaining office records, managing accounts, stores and purchase, etc. **OR** having relevant experience in public relations, media engagement **OR** having relevant experience in Web page design, maintenance, graphic media content creation etc.
- **Desirable:** The candidate should be willing to travel extensively and be fluent in speaking and writing in English, Bengali and Hindi.
- **Maximum age limit:** 35 years as on last date of application.

#### 5. Junior Office Executive

- **Consolidated Remuneration:** ₹ 30,000/- per month
- **Essential Qualification & Experience :** Bachelor Degree in any discipline with 3 years of relevant experience and knowledge in computer applications like MS Office and exposure to Office procedure i.e. maintenance of files, noting, drafting, coordinating meetings etc.
- **Desirable:** The candidate should be willing to travel extensively and be fluent in speaking and writing in English, Bengali and Hindi.
- **Maximum age limit:** 30 years as on last date of application.

### General Instructions

1. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
2. Degree as referred above should have been awarded by a recognized University / Institute.
3. 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.
4. 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.
5. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
6. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
7. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
8. **Application Fee :** The candidates are required to send one Non-refundable Demand Draft of ₹ 500/- (**Five hundred**). The Demand Draft once paid shall not be refundable/ transferable under any circumstances and should be drawn in favour of "**IIT KHARAGPUR**" payable at Kharagpur only.
9. Candidates are advised to fill their correct and active e-mail addresses in the prescribed application form as all correspondence will be made by the Institute through e-mail only. Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. Further, for any updates, please visit website [<https://www.iitkgp.ac.in/non-teaching-positions>] regularly, for subsequent amendments, if any, in the advertisement and for results.



10. **Scanned copy of the completed application in the prescribed application form (attached) in all aspects alongwith enclosure should be emailed to [teamleader@coeupd.iitkgp.ac.in](mailto:teamleader@coeupd.iitkgp.ac.in) on or before closing date of application.**
11. Hard copy of the application form alongwith enclosures should be sent through speed post to the **Chairperson, Centre of Excellence in Urban Planning and Design, Indian Institute of Technology Kharagpur – 721302** and should be reached by **24<sup>th</sup> January 2025**. Institute will not be responsible for any postal delay.
12. No TA/DA will be paid for appearing in the Selection Process.
13. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of application i.e. **24<sup>th</sup> January 2025**.
14. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**



Chairperson  
Centre of Excellence in Urban Planning  
and Design



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आवेदन प्रपत्र / APPLICATION FORM

स्वहस्ताक्षरित  
छायाचित्र  
Self attested  
photograph

|                               |  |
|-------------------------------|--|
| विज्ञापन सं.<br>Advt. No.:    |  |
| आवेदित पद<br>Post applied for |  |

|    |   |   |
|----|---|---|
| 1. | आवेदक का पूरा नाम<br>Candidate's Name in full (in CAPITAL letters)  |   |
| 2. | पिता का नाम<br>Father's Name  |   |
| 3. | a) वैवाहिक स्थिति / Marital Status  | b) लिंग / Gender  |
| 4. | a) स्थायी पता / Permanent Address:<br>_____<br>_____<br>_____<br>जिला / Dist.: _____<br>राज्य / State: _____<br>पिन कोड / PIN Code: _____<br>फोन नं./ Phone No.: _____<br>ई-मेल / E-mail: _____                               | b) पत्राचार के लिए पता / Correspondence Address:<br>_____<br>_____<br>_____<br>जिला / Dist.: _____<br>राज्य / State: _____<br>पिन कोड / PIN Code: _____<br>फोन नं./ Phone No.: _____<br>ई-मेल / E-mail: _____ |
| 5. | जन्म तिथि / Date of Birth<br>(कृपया सत्यापित कापी संलग्न करे /<br>please enclose attested copy of certificate)  |   |
| 6. | क्या आप भारतीय नागरिक हैं?<br>Are you a citizen of India?<br>(यदि नहीं, कृपया विवरण दे / If no, please provide the details)   |   |
| 7. | वर्ग / Category (GEN/SC/ST/OBC/EWS/PwD)<br>(SC/ST/OBC/ EWS/PwD के मामले में कृपया सत्यापित प्रतियां<br>संलग्न करे / please enclose attested copy of certificate in<br>case of SC/ST/OBC/EWS/PwD)                              |   |
| 8. | यदि आप कार्यरत हैं तो वर्तमान नियोक्ता का नाम और पता, मूल<br>वेतन और वेतनमान / वेतन स्तर<br>If you are employed, please state the name and<br>address of present employer, present basic pay and<br>scale of pay / pay level. |   |

**9. शैक्षणिक योग्यता का विवरण / Details of educational qualifications:** (कक्षा १० / मैट्रिक से शुरू करते हुए कृपया सभी पास की हुई परीक्षाओं तथा प्राप्त डिग्रियों का विवरण दे (कृपया अंक तालिकाओं और प्रमाण पत्रों की सत्यापित प्रतियाँ संलग्न करें) / Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving 10<sup>th</sup> standard / Matriculation Examination. (**Please attach true copies of certificates and mark sheets duly self attested**)).

| क्र.सं.<br>Sl# | उत्तीर्ण परीक्षा /<br>डिग्री / डिप्लोमा<br>Examination/<br>Degree/<br>Diploma passed | बोर्ड / विश्वविद्यालय /<br>संस्थान का नाम<br>Name of the Board /<br>University / Institution | उत्तीर्ण वर्ष<br>Passing<br>Year | प्राप्तांको का<br>प्रतिशत<br>Percentage<br>of marks | विशेष सम्मान /<br>श्रेणी<br>Distinction /<br>Class /<br>Division | विषय / Subjects<br>(कृपया विशेषज्ञता का क्षेत्र, सम्मान,<br>आदि, यदि लागू हो का उल्लेख करें<br>/ Please mention field of<br>specialization, honour, etc.,<br>where applicable) |
|----------------|--|--|----------------------------------|---|--|--|
| 1.             |  |  |                                  |   |  |  |
| 2.             |  |  |                                  |   |  |  |
| 3.             |  |  |                                  |   |  |  |
| 4.             |  |  |                                  |   |  |  |
| 5.             |  |  |                                  |   |  |  |
| 6.             |  |  |                                  |   |  |  |

**10. नियुक्तियों का विवरण /Details of employments:**

(कृपया वर्तमान से शुरू करते हुए पिछले सभी नियुक्तियों का पूरा विवरण दे / Please give particulars of present and past employments in chronological order, starting with the present one)

| क्र.सं.<br>Sl# | संगठन / संस्थान का नाम<br>Name of the<br>Organization /<br>Institution | धारित पद<br>Post held | नियुक्ति<br>Employment |         | नियुक्ति अवधि<br>(साल / महीने में)<br>Employment<br>period<br>(in year/month) | पिछला /<br>वर्तमान<br>मूल वेतन<br>Last /<br>Present<br>Basic pay | वेतनमान /<br>वेतन बैंड और<br>वेतन ग्रेड<br>Pay scale /<br>Pay Level | कर्तव्य की प्रकृति<br>Nature of duty |
|----------------|--|-----------------------|------------------------|---------|---|--|---|--------------------------------------|
|                |  |                       | से / From              | तक / To |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |
|                |  |                       |                        |         |   |  |   |                                      |

|            |  |
|------------|--|
| <b>11.</b> | <b>अतिरिक्त टिप्पणियाँ / Additional Remarks:</b><br>(विशेष योग्यता या अनुभव, कंप्यूटर ज्ञान सहित, यदि कोई हो जो ऊपर शामिल नहीं किया गया है उल्लेख करें / Mention special qualifications or experience, including that of computer knowledge, which have not been included under the heads given above) |
|------------|--|

|            |  |
|------------|--|
| <b>12.</b> | <b>डिमांड ड्राफ्ट का विवरण / Details of Demand Draft:</b><br><b>i. Name of Bank &amp; Branch :</b><br><b>ii. Demand Draft No. &amp; Date :</b><br><b>iii. Amount :</b> |
|------------|--|

|            |   |
|------------|---|
| <b>13.</b> | <b>संलग्नको का विवरण (स्वयं प्रमाणित प्रतिलिपि) / Details of enclosures (self-attested photocopies) :</b> |
|------------|---|

मैं घोषणा करता हूँ कि मैंने सभी निर्देशों और विवरणों, जो मुझे प्रदान की गयी है और जो आवेदन पत्र में हैं, को ध्यानपूर्वक पढ़ और समझ लिया है और जहाँ तक मेरी जानकारी में है ऊपर प्रपत्र में दी गयी सभी प्रविष्टिया सत्य हैं.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

दिनांक / Date : \_\_\_\_\_

\_\_\_\_\_  
आवेदक के हस्ताक्षर / Candidate's Signature

सेवा में / To

अध्यक्ष / Chairperson

शहरी नियोजन और डिजाइन में उत्कृष्टता केंद्र / Centre of Excellence in Urban Planning and Design

भारतीय प्रौद्योगिकी संस्थान खड़गपुर / Indian Institute of Technology Kharagpur

खड़गपुर - 721302 / Kharagpur - 721302

पश्चिम बंगाल / West Bengal

भारत / India