



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302, INDIA
Sponsored Research and Industrial Consultancy

Administrative Officer/Senior Executive Officer

ADVERTISEMENT NO. : IIT/SRIC/R/EDK/2025/105, DATED SEPTEMBER 18, 2025

Applications are invited through online for the following assignment in a purely time bound research project undertaken in the Department of DRDO Industry Academia - Centre of Excellence (DIA-CoE) of this institute.

- Name of the temporary assignment : 1) Technician, No. of post: 1.
- Name of the temporary research project : DRDO Industry Academia Centre of Excellence (DIA-CoE) IIT Kharagpur (Project Code – R/EDK)
- Dept./Centre/School : 1) DRDO Industry Academia - Centre of Excellence (DIA-CoE)
- PI/Co-PI : Prof./Dr. Dipak Kumar Das
- Application fee(In Rs.) : 1) 100 (Not for female candidates)
- Last date of application : October 09, 2025
- Name of the Sponsoring Agency : DRDO, New Delhi (Government of India, Min of Defence, Defence Res)
- Consolidated Compensation (per month) : 1) upto 20000
(depending on qualification and experience)
- Qualifications & Experience : 1)
Essential Qualification :
(a) Graduate degree in Science (Maths/Physics/Chemistry)
Or
Diploma (3-year duration) in Engineering/Information Technology/Computer Applications
Or
ITI (2-year duration) in any Engineering discipline + minimum 6 years relevant work experience
(b) Minimum 60% marks or equivalent (CGPA/GPA) at Graduation / Diploma / ITI level

Desired Experience :
(a) Good knowledge in computer applications including MS Office (Word, Excel, PowerPoint), email, and other internet applications such as Google suite etc.
(b) Working knowledge in government purchase procedures and office documentation

Age Limit : 30

Tenure : 30 Months or the termination of the project, whichever is earlier.

Note: 1. The qualifications and experience prescribed are the minimum and mere possession of the same does not entitle a candidate to be called for the interview.
2. Age as on last date of advertisement.

Application fee shall be deposited in the following bank account through RTGS/NEFT/NET Banking etc. as under:

1).BANK NAME: STATE BANK OF INDIA(00202);2).BANK ADDRESS: P.O:KHARAGPUR TECHNOLOGY,DIST:MIDNAPORE;WEST BENGAL-721302;3).NAME OF BANK A/C: IIT SRIC-OM Account;4).ACCOUNT NO: 39502115210;5).IFSC CODE: SBIN0000202;6).SWIFT CODE: SBININBB339;
The transaction details(UTR No./Transaction ID etc.) should be mentioned in the Application Form.

Administrative Officer/Senior Executive Officer