

SATHI (SOPHISTICATED ANALYTICAL & TECHNICAL HELP INSTITUTE) FOUNDATION IIT KHARAGPUR

Regd. Off. : IIT Kharagpur Campus, Kharagpur, Paschim Medinipur, West Bengal - 721302

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SATHI (Sophisticated Analytical & Technical Help Institute) Foundation IIT Kharagpur is set up under Section 8 not for profit Company under Company Act, 2013 which will be a shared, professionally managed, science & technology infrastructure facility. The SATHI Center at IIT Kharagpur will be readily accessible to Academia, Start-ups, Manufacturing Units, Industries, MSME (Micro, Small & Medium Enterprises) and R&D Laboratories. The Centre will house state of art fabrication and characterisation facility to be used by the external users, and also help the users in meaningful interpretation of the results. The Foundation invites online applications from the Indian Nationals for the following posts on a purely contractual basis.

| Sl. No. | Name of the posts | No. of Vacancy | Consolidated Pay (per month) |
|---------|---------------------|----------------|------------------------------|
| 1 | Executive, Tech | 1 (UR) | ₹ 54,500/- |
| 2 | Executive, Finance | 1 (UR) | ₹ 54,500/- |
| 3 | Executive Assistant | 1 (UR) | ₹ 27,250/- |

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

1. Executive, Tech

Pay : Consolidated pay ₹50,000/- + ₹4,500/- (HRA) per month.

Essential Qualification : B.Tech (preferably in CS/ECE/EE or other related branches of engineering) with minimum 3 years of relevant experience in the GP ₹4200/- or equivalent level.

Role : Office administration, IT, HR, Operations support.

Nature of Job : Contractual, for an initial period of 1 (one) year and extendable on the basis of performance.

Maximum age limit : 40 years.

2. Executive, Finance

Pay : Consolidated pay ₹50,000/- + ₹4,500/- (HRA) per month.

Essential Qualification : M.Com/MBA Finance with minimum 3 years of relevant experience in the GP ₹4200/- or equivalent level.

Role : Maintaining Company Accounts, Audits and Finances handling.

Nature of Job : Contractual, for an initial period of 1 (one) year and extendable on the basis of performance.

Maximum age limit : 40 years.

3. Executive Assistant

Pay : Consolidated pay ₹25,000/- + ₹2,250/- (HRA) per month.

Essential Qualification : Graduate in any discipline with good communication skills. Command over English, Bengali and Hindi is desirable. Good skill of handling computer and basic software (MS Office) and the internet is essential.

Role : Office record keeping and maintenance, attending to telephone calls and fixing business meetings, facilitating the events organized by SATHI Foundation etc., direct assistance to Chairman on any office related matter.

Nature of Job : Contractual, for an initial period of 1 (one) year and extendable on the basis of performance.

Maximum age limit : 30 years.

General Instructions

1. SATHI (Sophisticated Analytical & Technical Help Institute) Foundation IIT Kharagpur, 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). Application fee of Rs. 250/- (Rupees two hundred fifty only) 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. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the foundation through e-mail only. Test/Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [<http://www.iitkgp.ac.in>>> Quick Links >> Non-Teaching Positions] regularly, for subsequent amendments, if any, in the advertisement and for results.

15. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
16. No TA/DA will be paid for appearing in the Selection Process.
17. 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. **10.06.2022**.
18. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **10.06.2022**.
19. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED. 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, please contact through phone: +91-3222-281017/18/19.



Director
(SATHI Foundation IIT Kharagpur)