Sponsored Research & Industrial Consultancy
IIT Kharagpur

No. IITKGP/SRIC/Recruitment/2023/01
Date: March 15, 2023

CIRCULAR

Sub : Structural guidelines for recruitment of project staff and their medical benefits and leave norms

Enclosed please find herewith the approved structural guidelines for recruitment of contractual staff working in extramurally supported projects along with their medical benefits and leave rules as per the recommendation of the Review Committee constituted in the 175th meeting of the Committee of Deans and Head of the Departments, Centres, Sections and Schools held on 7th September 2022.

All PIs are requested to kindly follow the above structural guidelines, medical benefits, leave rules etc. while sending proposals to the sponsors for manpower requirement for the project and include their salaries and other benefits under manpower budget.

Dean, R&D

Enclo.: As stated above

To

All Project Investigators
Chairman, ERP – *with a request for insertion of the new posts in ERP*

Copy to:

1. Associate Deans (R&D)
2. Registrar
3. Head BCRTH
4. Joint Registrar (SRIC)
5. Deputy Registrar (SRIC)
6. Assistant Registrar (SRIC)
7. Secretary to Director
8. Secretary, Deputy Director's Office

Structural Guidelines for recruitment of project staff working in extramurally supported projects along with other terms and conditions

1. **Pay Structure:** The revised designations/ posts, essential qualifications, experience and consolidated remuneration etc are enclosed at Annex-II.

2. **Age:**

2.1 Age limit for the above stated posts (excluding the post of Chief Project Consultant and Chief Project Executive Officer/Project Consultant, exhibited at Annex-II) may be determined by the Project Investigator (PI) based on their requirement. However, age limit as on the last date of submission for application shall be between 18years to 58 years.

2.2 Age limit for the posts of Chief Project Consultant and Chief Project Executive Officer/ Project Consultant, exhibited at Annex-II, shall not exceed 65 years on the last date for submission of application.

3. **Allowances and Entitlements:**

3.1 **Group Medical Insurance/ Health Insurance:** Medical Insurance premium upto Rs. 10000/- for a family of upto four (self, spouse and two dependent children) would be reimbursed to the contractual project employees on a yearly basis from the project fund.

3.2 **Group Personal Accidental Coverage:** Sum Insured (Rs. 5,00,000) for self. The premium for the above stated policy shall be reimbursed from the project fund on a yearly basis.

3.3 **OP Treatment:** Project staff can avail the facility of BCRTH for their OP treatment. For OP treatment doctor consultation fee will be free. They will also be eligible to purchase their medicines from the medicine shop/s at BCRTH only on payment basis. However, they will also be eligible to claim the reimbursement for cost of OP treatment (including medicine) **upto a ceiling of Rs.1000/- p.m.**

4. **Leave Norms:** Eligible for 2.5 days leave for each completed month of service. No leave encashment or carry forward is permissible on termination of the contract or renewal of contract.

5. **JRF/ SRF/ Research Associate:** The recruitment of JRF/ SRF/ Research Associate and their eligibility for fellowships and other allowances shall be governed by the norms of Government of India.

Dean (R&D)

Enclo: As stated above

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment

A. Scientific Staff

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
01	Chief Project Consultant	Ph.D with 1st class or equivalent (in terms of Grades etc) at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 10 years teaching / research/ Industrial experience after Ph.D. Or An outstanding Engineer / Technologists with 1st Class B.Tech/ MSc. Or M.Tech having a minimum 20 years or 18 years working experience respectively in Industry of repute and who has made significant contribution to knowledge but not having Ph.D Degree.	Rs. 102800 Plus HRA as applicable .	Contractual Recruitment
02	Chief Project Executive Officer / Project Consultant	This is a leadership position involving effective management of a team, with initiative & independence to achieve desired results. ❖ PhD with minimum 8 years' relevant experience or ❖ M.Tech/MBA/CA/ICWA degree with minimum 12 years of working ❖ Applicant should have sufficient experience in managing large activities /centres/ projects at higher level/ middle level managerial/ scientific/ academic positions .	Rs.88700 Plus HRA as applicable	Contractual Recruitment
03	Senior Project Research Scientist/ Senior Project Manager	Ph.D with minimum 5 years' experience or MTech/ME/MDes/MBA/ CA/ICWA or equivalent degree with minimum 10 years' working experience or BTech/BE/MA/MCA or equivalent degree Working Experience means : working experience respectively in industry or repute and who has made	Rs.78800 Plus HRA as applicable.	Contractual Recruitment/ outsourced basis

Dean (R&D)

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
		significant contribution to knowledge but not having Ph.D Degree		
04	Sr. Project Engineer or / Sr. Software Engineer /Project Manager	Ph.D with first class or equivalent at the preceding degree in the appropriate discipline. Or M.Tech 1st class or equivalent with 4 years' experience Or B.Tech/BE/MA/MSc/MCA/MBA/CA/ICWA or equivalent with 6 years' experience.	Rs. 67700 Plus, HRA as applicable.	Contractual Recruitment/ outsourced basis
05	Project Engineer / Software Engineer	M.Tech 1st class or equivalent in the appropriate discipline Or B.Tech/BE/MA/MSc/MCA/MBA/CA/ICWA with 2 years relevant experience.	Rs. 56100 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
06	Junior Project Engineer / Junior Software Engineer	B.Tech/BE/MA/MSc/MCA/MBA/CA/ICWA or equivalent in appropriate discipline	Rs. 53100 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
07	Senior Research Assistant	B.Tech/ BE/ MCA or Equivalent in Computer Science/ Information Technology/ Electronics and Communication/ Electrical Engineering/ M.Sc (Mathematics) with 3 years' experience in relevant field	Rs. 35400 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
08	Junior Research Assistant	B.Tech/ BE/ MCA or Equivalent in Computer Science/ Information Technology/ Electronics and Communication/	Rs. 29200 Plus HRA as applicable	Contractual Recruitment/ outsourced basis

Dean (R&D)

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
		Electrical Engineering/ M.Sc (Mathematics) with 2 years' experience in relevant field		
B **Technical Support Staff**				
01	Sr. Project Assistant	B.Tech/BE/AMIE and equivalent Or Technical Diploma (3 years duration)/ Graduate Degree in appropriate discipline with 10 years' relevant work experience. In exceptional cases ITI (2 years duration) with 12 years of work experience in relevant field may also be considered	Rs. 47600 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
02	Project Assistant	Technical Diploma (3 years duration)/ Graduate Degree in appropriate discipline with 3 years' relevant work experience in relevant field. Or ITI (2 years duration) in relevant trade with 8 years' relevant work experience.	Rs. 25500 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
03	Jr. Project Assistant	Diploma (3 years' duration)/ Graduate Degree in appropriate discipline Or ITI (2 years duration) in relevant trade with 4 years' relevant work experience.	Rs. 21700 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
C				

Dean (R&D)

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
01	Data Entry Operator Grade- A	Intermediate or 12th pass in Science Stream from recognized board with DOEACC 'A' level or Advanced Diploma Course in Computer Application from a recognized institute and / or 2 years' experience in EDP work in Government or any other recognized organization.	Rs. 21700 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
02	Data Entry Operator – Grade -B	Bachelor's degree in Computer Application from a recognized institution/ university.	Rs. 35400 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
03	Computer Programmer Grade- A	MCA Or BE/ B.Tech in Computer Engineering / Computer Science / Computer Technology/ Information Technology Or BCA with minimum 2 year experience	Rs. 44,900 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
04	Computer Programmer Grade- B	Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution/ university/ Institute with 2 years' experience Or BE/ B.Tech in Computer Engineering / Computer Science / Computer Technology/ Information Technology from a recognized institution/ university with two years' experience in relevant areas of programming or information system in Government, autonomous, PSU etc, recognized organizations. Or BCA with minimum 5 years	Rs. 47600 Plus HRA as applicable	Contractual Recruitment/ outsourced basis

Dean (R&D)

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
D				
01	Junior Project Assistant	Bachelor's degree with knowledge of computer office application like MS Word, MS Excel etc Computer typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depression for each word.	Rs. 21700 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
02	Senior Project Assistant	Bachelor's degree with 3 years of relevant experience and knowledge of Computer office application like MS Word , MS Excel etc and 5 years of experience of administrative work. Computer typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depression for each word.	Rs. 25500 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
03	Project Executive	Master's degree in any discipline with 3 years of relevant experience and knowledge of Computer office application like MS Word, MS Excel etc and 5 years of experience of administrative work. Or Graduate in any discipline with MBA	Rs. 35400 Plus HRA as applicable	Contractual Recruitment/ outsourced basis
04	Sr. Project Executive	Graduate in any discipline with MBA along with 3 years' experience of administration / finance and accounts work Or Master's degree in any discipline excluding MBA with 6 years of relevant experience	Rs. 44900 Plus HRA as applicable	Contractual Recruitment/ outsourced basis

Dean (R&D)

Scientific / Technical/ Administrative etc positions with remuneration, essential qualification and upper age-limit

Sl. No.	Designation	Qualifications	Monthly Consolidated Remuneration	Mode of Appointment
E				
01	Sr. Project MTS	12th Pass and Equivalent with 10 years' experience	To be outsourced from the empanelled outsourced agency.	Outsourced basis
02	Project MTS	10th Class with five years' experience	To be outsourced from the empanelled outsourced agency.	Outsourced basis
03	Jr. Project MTS	10th Class	To be outsourced from the empanelled outsourced agency.	Outsourced basis

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