Indian Institute of Technology Kharagpur is an Institute of National Importance and the first & largest in the chain of IITs engaged in teaching, research and development. IIT Kharagpur is the first IIT in India to embark on establishing a Medical College and Research Centre (750 beds) within its campus at Kharagpur named **Dr. B C Roy Institute of Medical Science & Research**. The vision is to achieve excellence in Education, Clinical governance and Research through dedication and rigour within the autonomy that IIT provides. The Hospital, through its state-of-the-art technology platform, will provide clinical services across all Specialities and Super-Specialities including Cardiac, Neurosurgery, Transplantation, Trauma and Oncology in a phase-wise manner.

Keeping in perspective the operational plan of the Hospital, the Institute invites online applications from the Indian Nationals for the following positions.

The positions are 'Full-Time' and the appointment shall be made on contract basis as under:

Sl. No.	Name of the post (s)	No of vacancy (UR)	Level in Pay Matrix plus admissible allowances	Terms of appointment
1	Medical Superintendent	1	**Level-14 of** Pay Matrix ₹144200-218200/- + NPA as per rules and other allowance as admissible	Initially for a period of five (5) years which may be extended for a further period of five (5) years, subject to evaluation of performance.
2	Chief Administrative Officer	1	**Level- 12 of** Pay Matrix ₹78800-209200/- and other allowance as admissible	Initially for a period of three (3) years which may be extended upto five (5) years on yearly renewal basis, subject to evaluation of performance.

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

1. Medical Superintendent

Pay Matrix Level : Level-14 of Pay Matrix ₹144200-218200/- + NPA as per rules and other allowances as admissible.

Essential Qualification :
(a) A Medical Qualification included in the First or Second Schedule or Part II of the third Schedule to the Indian Medical Council Act of 1956 (Persons possessing qualification included in part II or third Schedule should also fulfil the conditions specified in Section 13(3) of the Act.

(b) A Post Graduate Qualification, e.g. MD or MS or a recognized qualification equivalent thereto or MHA (Masters in Hospital Administration) or a Post Graduate Degree recognized as equivalent to MHA by the Medical Council of India.

Essential Experience : Ten Years' experience of Hospital Administration in reputed Hospitals after obtaining the P.G. Degree in a senior position preferably in hospitals with 300 or more beds.

Desirable :
(i) Good Academic Background with proven research;
(ii) Having hands-on experience in setting up 'Green-field' Super-specialty hospital with major focus on research.
(iii) Experience in handling computerized administration, legal, financial or establishment matters

Maximum age limit: Preferably below 57 years. The authority reserves the right to relax depending on the qualification and experience.

2. Chief Administrative Officer

Pay Matrix Level : Level- 12 of Pay Matrix ₹78800-209200/- and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute and consistently good academic records.

Essential Experience :
(i) 5 years' of administrative experience as Assistant Registrar or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or in an equivalent post in IITs/University System/ Research Institute/Central Government Departments, **or**
(ii) Comparable experience in research establishment and/or other institutions of higher education/Hospital administration.

Desirable: Experience/Exposure to computer based Finance & Accounting/Audit/Academic/ Purchase & Stores/Establishment/Personnel & HR/Services & facilities Management in a medium/ large health care and or service industry will be preferred.

Maximum age limit: Preferably below 50 years.

General Instructions

1. Since Dr. B C Roy Institute of Medical Science and Research, IIT Kharagpur is under process of formation under Section 8 Company as per Companies Act, 2013, the terms and conditions of appointment shall be revised accordingly as per the regulations of Section 8 Company applicable for its employees.
2. Age relaxation is applicable to those who are working in IIT system.
3. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Institute/Medical Colleges/Research Institution.
4. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Degree as referred above should have been awarded by a recognized University / Institute.
6. 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.
7. 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 during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
8. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.
9. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
10. 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.
11. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
12. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
13. 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.
14. 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. **09/04/2020**.
15. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions]** on or before

09/04/2020 and send a signed hardcopy print out of online application along with the self attested certificates/testimonials to "**Assistant Registrar (E-III), Indian Institute of Technology Kharagpur–721302, West Bengal, India**". **The last date for receipt of hard copy of application is 15/04/2020. The envelope should be superscribed with the name of the post applied for.**

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

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

कुलसचिव/Registrar