IIT KHARAGPUR RESEARCH PARK FOUNDATION
NEWTOWN, KOLKATA-700160

CIN: U73100WB2020NPL241037

Advertisement No.: IITKGPRP/R/02/2026 dated May 04, 2026

The IIT Kharagpur Research Park Foundation is established as a Section 8 not-for-profit company under the Companies Act, 2013, to promote and manage research and innovation activities at Newtown, Kolkata. The Foundation invites eligible Indian Nationals to appear for a Walk-in Interview for engagement on a contractual basis for a period of one (01) year, which may be extended upto 3 years depending upon the performance of the incumbent.

Position: General Manager (HR & Finance)

Number of Vacancies: 01 (One)

Essential Qualification:

- Master's / Bachelor's degree in Science/Commerce/Finance/Management or equivalent
- MBA (HR/Finance) or equivalent qualification from a recognized institution will be preferred

Experience:

- Minimum 20 years of relevant experience in HR and Finance functions
- Experience in handling HR policies, recruitment, employee relations, payroll, and statutory compliance
- Experience in finance, budgeting, and financial management
- Experience in a reputed organization/PSU/ Govt./ academic or research institution will be preferred

Remuneration:

- Upto Rs. 1,70,000.00 per month, depending upon the credentials and experience of the selected person

Job Responsibilities:

- Overseeing HR and Finance functions of the organization
- Managing recruitment, HR policies, performance management, estate management, client relationship and hospitality management
- Supervising accounts, financial reporting, budgeting, and fund management
- Ensuring compliance with statutory requirements (Labour Laws, GST, TDS, Income Tax, etc.)
- Liaison with local administration, state government departments, auditors, statutory authorities, and other stakeholders
- Advising management on HR and financial strategies and policy matters

Date of Interview: 11.05.2026
Time: 12:00 noon
Venue: IIT Kharagpur Research Park, Newtown, Kolkata
Interested and eligible candidates are requested to appear for the Walk-in Interview with their updated resume, original certificates, and one set of self-attested photocopies on 11.05.2026

Note:

- No TA/DA will be provided for attending the interview
- The authority reserves the right to cancel or modify the recruitment process without assigning any reason whatsoever at any stage without prior notice