



নগর পরিকল্পনা এবং অভিকল্প উৎকর্ষ কেন্দ্র (সি ও ই - ইউ পি ডি)
ভারতীয় প্রযুক্তিবিদ্যা প্রতিষ্ঠান খড়গপুর
शहरी नियोजन एवं अभिकल्प उत्कृष्टता केंद्र (सि ओ ई - इउ पि डि)
भारतीय प्रौद्योगिकी संस्थान खड़गपुर

Centre of Excellence in Urban Planning and Design (CoE-UPD)
Indian Institute of Technology Kharagpur



Advertisement No.: IITKGP/CoE-UPD/2026/001, Dated September 03, 2026

Indian Institute of Technology Kharagpur, an Institute of Eminence (IoE) is the first and largest in the chain of IITs engaged in teaching, research, and development requires high-quality manpower. The Institute invites online application from the Indian Nationals for the following positions for its Centre of Excellence in Urban Planning and Design (CoE-UPD).

The position is 'Full-Time' on temporary basis and the appointment shall be made on a contractual basis for a period of One (01) year. The contract may thereafter be renewed further, subject to evaluation of performance.

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Remuneration (per month up to)
1.	Senior Planning Executive	1	₹ 70,000/-
2.	Planning Executive	3	₹ 60,000/-
3.	Junior Office Executive	3	₹ 40,000/-

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

1. Senior Planning Executive

- **Consolidated Remuneration:** up to ₹ 70,000/- per month
- **Essential Qualification & Experience:** Master's Degree in Urban & Regional Planning / City Planning with expertise in one or more of the following areas:
GIS & Spatial Planning Applications; AI/ML; Transportation & Mobility; Infrastructure; Urban Utilities & Services; Municipal Governance & Policy; Master Plan & Local Area Plan; Urban Data Analysis & Decision Support System; Climate Resilience & Sustainability; or Social Science & Community.
The candidate should possess proficiency in computer applications, including MS Office Suite (Word, Excel, PowerPoint), Photoshop, and AutoCad.
The candidate should have **at least three (03) years of relevant experience** in any one or more of the domain areas listed above.
The candidate should have experience in preparing Detailed Project Reports (DPRs), technical manuals, planning frameworks, policy and advisory documents, concept notes, and/or project proposals related to urban development and planning.
- **Desirable:** Prior experience of working with Urban Local Bodies (ULBs), State Government Departments, Development Authorities, Public Sector Undertakings (PSUs), NIUA, ITPI, or other reputed government, policy, research, or urban sector institutions shall be preferred. The candidate should be willing to travel extensively.
- **Maximum Age Limit:** 35 years as on last date of application.



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2. Planning Executive

- **Consolidated Remuneration:** up to ₹ 60,000/- per month
- **Essential Qualification & Experience:** Master's Degree in Urban & Regional Planning / City Planning with expertise in one or more of the following areas:
GIS & Spatial Planning Applications; AI/ML; Transportation & Mobility; Infrastructure; Urban Utilities & Services; Municipal Governance & Policy; Master Plan & Local Area Plan; Urban Data Analysis & Decision Support System; Climate Resilience & Sustainability; or Social Science & Community.
OR Master's Degree in Architecture, **OR** Bachelor's Degree in Architecture with **at least Three (03) Years of Experience** in the relevant field.
The candidate should possess proficiency in computer applications, including MS Office Suite (Word, Excel, PowerPoint), Photoshop, and AutoCad.
- **Desirable:** One (01) year of relevant experience in any one or more of the domain areas listed above.
The candidate should possess experience in stakeholder engagement and coordination, liaison with Government Ministries/Departments, Urban Local Bodies (ULBs), State Government Agencies, Development Authorities, and academic institutions. Experience in project coordination, organizing meetings and workshops, preparation of official communications, minutes of meetings, technical and administrative reports, monitoring project activities, follow-up with stakeholders, and facilitating collaboration among multiple agencies will be desirable. Prior experience of working with Urban Local Bodies (ULBs), State Government Departments, Development Authorities, Public Sector Undertakings (PSUs), NIUA, ITPI, or other reputed government, policy, research, or urban sector institutions shall be preferred.
The candidate should be willing to travel extensively.
- **Maximum Age Limit:** 35 years as on last date of application.

3. Junior Office Executive

- **Consolidated Remuneration:** up to ₹ 40,000/- per month
- **Essential Qualification & Experience:** Master's Degree in any one of the following areas: Management, Commerce, Finance, Accounting, Economics, Statistics, Data Science, Data Analytics, Geography, Public Administration, Social Sciences, or any other relevant discipline from a recognized University/Institution.
Proficiency in MS Office applications (Word, Excel, PowerPoint), preparation of reports and official correspondence, database management, record keeping, and familiarity with administrative and financial procedures of academic, research, government, or public sector organizations.
The candidate should possess **at least two (02) years of relevant professional experience** in at least on one of the following areas. Experience in multiple areas will be considered an added advantage:



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- a) Office Administration, including maintenance of official records and documentation;
 - b) Coordination and management of capacity building/training programmes, outreach activities, and knowledge dissemination programmes;
 - c) Accounts and financial management, including bank reconciliation and billing processes;
 - d) Procurement and Stores Management
 - e) Event Coordination and logistics management; and/or
 - f) Project-related administrative work, and Institutional coordination
- **Desirable:** The candidate should be willing to travel extensively and be fluent in speaking and writing in English, Bengali, and Hindi.
 - **Maximum Age Limit:** 30 years as on last date of application.

General Instructions

1. The Institute reserves the right of rejecting any or all applications without assigning any reasons thereof.
2. Degree as referred above should have been awarded by a recognized University/Institute.
3. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters shall 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.
4. 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.
5. Incomplete applications or application without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
6. The Institute reserves the right to evolve any screening/selection process such as Screening Test, Written Test, Seminar Presentation, Group Discussion or Personal Interview depending on the number of applications received.
7. Candidates are advised to fill their correct and active e-mail addresses in the prescribed application form as all correspondence will be made by the Institute through e-mail only. Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. Further, for any updates, please visit website <https://www.iitkgp.ac.in/temporary-jobs> regularly, for subsequent amendments, if any, in the advertisement and for results.
8. Scanned copy of the completed application in the prescribed application form (attached) in all aspects alongwith enclosure should be emailed to hod@arp.iitkgp.ac.in on or before closing date of application, i.e., within **21 days from the date of publication of this advertisement.**



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শহরী নিয়োজন এবং অধিকল্প উত্কৃষ্টতা কেন্দ্র (সি ও ই - ইউ পি ডি)
ভারতীয় প্রৌদ্যোগিকী সংস্থান খড়গপুর

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9. Hard copy of the application form alongwith enclosures should be sent through **SPEED POST** to **The Chairman, Centre of Excellence in Urban Planning and Design (CoE-UPD), Indian Institute of Technology Kharagpur – 721302** and should be reached within **21 days from the date of publication of advertisement.** Institute will not be responsible for any postal delay.
10. No TA/DA will be paid for appearing in the Selection Process.
11. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of application i.e. within **21 days from the date of publication of advertisement.**
12. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**


Chairman

Centre of Excellence in Urban Planning
and Design (CoE-UPD)
IIT Kharagpur



शहरी नियोजन और डिजाइन में उत्कृष्टता केंद्र
CENTRE OF EXCELLENCE IN URBAN PLANNING AND DESIGN
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

आवेदन प्रपत्र / APPLICATION FORM

स्वहस्ताक्षरित
छायाचित्र
Self attested
photograph

विज्ञापन सं. Advt. No.:	
आवेदित पद Post applied for	

1.	आवेदक का पूरा नाम Candidate's Name in full (in CAPITAL letters)	
2.	पिता का नाम Father's Name	
3.	a) वैवाहिक स्थिति / Marital Status	b) लिंग / Gender
4.	a) स्थायी पता / Permanent Address: जिला / Dist.: राज्य / State: पिन कोड / PIN Code: फोन नं./ Phone No.: ई-मेल / E-mail:	b) पत्राचार के लिए पता / Correspondence Address: जिला / Dist.: राज्य / State: पिन कोड / PIN Code: फोन नं./ Phone No.: ई-मेल / E-mail:
5.	जन्म तिथि / Date of Birth (कृपया सत्यापित कापी संलग्न करें / please enclose attested copy of certificate)	
6.	क्या आप भारतीय नागरिक हैं? Are you a citizen of India? (यदि नहीं, कृपया विवरण दें / If no, please provide the details)	
7.	वर्ग / Category (GEN/SC/ST/OBC/EWS/PwD) (SC/ST/OBC/ EWS/PwD के मामले में कृपया सत्यापित प्रतियां संलग्न करें / please enclose attested copy of certificate in case of SC/ST/OBC/EWS/PwD)	
8.	यदि आप कार्यरत हैं तो वर्तमान नियोक्ता का नाम और पता, मूल वेतन और वेतनमान / वेतन स्तर If you are employed, please state the name and address of present employer, present basic pay and scale of pay / pay level.	

9. शैक्षणिक योग्यता का विवरण / Details of educational qualifications: (कक्षा १० / मैट्रिक से शुरू करते हुए कृपया सभी पास की हुई परीक्षाओं तथा प्राप्त डिग्रियों का विवरण दे (कृपया अंक तालिकाओं और प्रमाण पत्रों की सत्यापित प्रतियाँ संलग्न करें) / Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving 10th standard / Matriculation Examination. **(Please attach true copies of certificates and mark sheets duly self attested)**).

क्र.सं. Sl#	उत्तीर्ण परीक्षा / डिग्री / डिप्लोमा Examination/ Degree/ Diploma passed	बोर्ड / विश्वविद्यालय / संस्थान का नाम Name of the Board / University / Institution	उत्तीर्ण वर्ष Passing Year	प्राप्तांको का प्रतिशत Percentage of marks	विशेष सम्मान / श्रेणी Distinction / Class / Division	विषय / Subjects (कृपया विशेषज्ञता का क्षेत्र, सम्मान, आदि, यदि लागू हो का उल्लेख करें / Please mention field of specialization, honour, etc., where applicable)
1.						
2.						
3.						
4.						
5.						
6.						

10. नियुक्तियों का विवरण /Details of employments:

(कृपया वर्तमान से शुरू करते हुए पिछले सभी नियुक्तियों का पूरा विवरण दे / Please give particulars of present and past employments in chronological order, starting with the present one)

क्र.सं. Sl#	संगठन / संस्थान का नाम Name of the Organization / Institution	धारित पद Post held	नियुक्ति Employment		नियुक्ति अवधि (साल / महीने में) Employment period (in year/month)	पिछला / वर्तमान मूल वेतन Last / Present Basic pay	वेतनमान / वेतन बैंड और वेतन ग्रेड Pay scale / Pay Level	कर्तव्य की प्रकृति Nature of duty
			से / From	तक / To				

11.	अतिरिक्त टिप्पणियाँ / Additional Remarks: (विशेष योग्यता या अनुभव, कंप्यूटर ज्ञान सहित, यदि कोई हो जो ऊपर शामिल नहीं किया गया है उल्लेख करें / Mention special qualifications or experience, including that of computer knowledge, which have not been included under the heads given above)
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12.	डिमांड ड्राफ्ट का विवरण / Details of Demand Draft: i. Name of Bank & Branch : ii. Demand Draft No. & Date : iii. Amount :
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13.	संलग्नको का विवरण (स्वयं प्रमाणित प्रतिलिपि) / Details of enclosures (self-attested photocopies) :
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मैं घोषणा करता हूँ कि मैंने सभी निर्देशों और विवरणों, जो मुझे प्रदान की गयी है और जो आवेदन पत्र में हैं, को ध्यानपूर्वक पढ़ और समझ लिया है और जहाँ तक मेरी जानकारी में है ऊपर प्रपत्र में दी गयी सभी प्रविष्टिया सत्य हैं.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

दिनांक / Date : _____

आवेदक के हस्ताक्षर / Candidate's Signature

सेवा में / To

अध्यक्ष / Chairperson

शहरी नियोजन और डिजाइन में उत्कृष्टता केंद्र / Centre of Excellence in Urban Planning and Design

भारतीय प्रौद्योगिकी संस्थान खड़गपुर / Indian Institute of Technology Kharagpur

खड़गपुर - 721302 / Kharagpur - 721302

पश्चिम बंगाल / West Bengal

भारत / India