



COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

(An AICTE approved & Affiliated to MAKAUT Degree Engineering College)

KTPP Township, Purba Medinipur- 721171, WB

Advertisement No. CEM/D/Rect/04/2026

Dated 01st July, 2026

Applications are invited from eligible Indian citizens for the following posts in the prescribed application format attached to this advertisement **within 15 days from** the date of publication of this advertisement. The *duly filled and signed application form* (without testimonials at this stage) must be **sent by post** to the following address:

To

The Registrar

College of Engineering and Management, Kolaghat

P.O.: KTPP Township, Kolaghat

District: Purba Medinipur

PIN: 721171, West Bengal

Mobile No.-7063486999

The *name of the post and the department* applied for must be clearly *superscribed on the top of the envelope*.

Applications received in any other mode or not in the prescribed format shall be summarily rejected. A candidate may submit **only one application**, indicating multiple eligible posts/departments, if applicable.

Qualifications & Experience:

Teaching Posts: As per AICTE norms.

Non-Teaching Posts:

A. Assistant Registrar (Finance & Accounts)

Essential Qualification: Master's Degree with at least 55% marks or equivalent grade from a recognized University.

Preference shall be given to candidates possessing MBA (Finance), M.Com, CA (Inter)/CA, CMA (Inter)/CMA, ICWA, or equivalent professional qualification.

Experience: Minimum 5 years' experience in Finance & Accounts, Audit, Budget, Establishment, Treasury, Government Financial Rules, PF, Income Tax, GST, ESI, NPS, Pension, Procurement, e-Tendering, and institutional administration in Educational Institutions/ Industries.

Desirable: Working knowledge of West Bengal Financial Rules (WBFR), Treasury Rules, ROPA-2019, Service Rules, GFR-2017, PFMS, Tally ERP, ERP-based accounting systems, GEM Portal, IFMS, and statutory compliances.

Age: Preferably not exceeding 45 years as on the closing date of application. Relaxation may be considered for exceptionally deserving candidates.

B. Training & Placement Officer (TPO)

Essential Qualification: Master's Degree in Engineering/Technology/Management with First Class or equivalent, in accordance with AICTE norms.

Experience: Minimum 5 years' experience in Industry/Training & Placement/Corporate Relations/HR/Academic Administration in reputed educational institutions or industries.

Desirable: Proven record of campus placements. Strong industry networking. Experience in internships, skill development, entrepreneurship, incubation, alumni relations, MoUs, corporate liaison, and accreditation processes (NBA/NAAC).

Age: Preferably not exceeding 45 years on the closing date of application.

Pay & Benefits:

Permanent Posts: Pay as per **7th CPC/ ROPA-2019**, together with admissible allowances as per Institute rules.

Full-Time Contractual Assistant Professor:

Rs. 43,200/- per month.

Rs. 46,800/- per month for Ph.D. holders.

Other Contractual Teaching/Non-Teaching Posts: The consolidated pay shall be fixed by the Competent Authority, based on negotiation and commensurate with the candidate's qualifications, experience, and the requirements of the Institution.

Benefits for Contractual Employees

1. **Annual Increment:** 3% of the initial basic pay, subject to satisfactory performance through PBAS.
2. **Pay Enhancement:** Consolidated remuneration may be revised by the Institute from time to time.
3. **Superannuation Benefit:** Contractual employees continuing uninterrupted service up to the age of 60 years shall be eligible for a one-time payment of **Rs. 10,00,000/-** (Rupees **Ten Lakh** only) with minimum service period not less than 15 years.
4. **Leave Encashment:** Encashment of Earned Leave (EL) shall be restricted to **50%** of the accumulated EL, payable at the last drawn salary only upon superannuation with minimum service period not less than 15 years.
5. **Accommodation:** Free accommodation within the KTPP Township, Kolaghat, subject to availability.

6. **R&D Grant (Faculty): Rs. 15,000/-** per annum through the Institute R&D Cell.

7. **Leave Entitlement:**

- Casual Leave (CL): 14 days/year

- Medical Leave (ML): 20 days/year (Half Pay)

- Earned Leave (EL): 15 days/year

- Maternity Leave: As per Government rules

- Extraordinary Leave: As approved by the competent authority.

General Instructions:

1. Candidates are advised to carefully read the eligibility criteria and instructions before applying.
2. Applications shall be accepted only **by Post** in the prescribed format.
3. At the time of the interview, candidates are required to submit self-attested copies of all relevant certificates and supporting documents.
4. The nature of appointment, whether on a permanent or full-time contractual basis, shall be determined solely at the discretion of the College Authority at the time of selection and shall be expressly specified in the appointment/ offer letter issued to the selected candidate. No claim, demand, or right shall accrue to any candidate for appointment under any particular category of employment, and the decision of the College Authority in this regard shall be final and binding.
5. The selected candidate shall perform duties assigned by the Director/Registrar/Competent Authority and any other work entrusted by the Institution from time to time.
6. The cut-off date for determining eligibility is **June 30, 2026**.
7. The upper age limit is 40 years for Assistant Professor and other non-teaching posts. Relaxation may be granted to deserving candidates at the discretion of the Institute.
8. Mere fulfillment of the minimum eligibility criteria shall not entitle a candidate to be called for the selection process.
9. Only relevant experience of more than six months shall be considered for calculating total experience.

10. Candidates must produce all original testimonials and a valid Government-issued photo ID (Aadhaar/Passport/PAN Card) during the interview, failing which their candidature shall be cancelled.
11. Candidates employed in Government, Semi-Government, Autonomous Bodies, or Private Organizations shall produce an *Intimation Letter* and/or *No Objection Certificate (NOC)* at the time of joining.
12. No TA/DA shall be admissible for attending the selection process. The Institute reserves the absolute right to shortlist candidates and to modify, postpone, cancel, suspend, or withdraw the recruitment process, in whole or in part, at any stage, without assigning any reason or incurring any liability.
13. The decision of the Institute in all matters relating to the recruitment process, including eligibility, shortlisting, selection, and appointment, shall be final, conclusive, and binding on all candidates. No representation or correspondence in this regard shall be entertained.
14. The appointee shall comply with all statutory provisions, institutional rules, service regulations, confidentiality requirements, and code of professional ethics applicable to employees of the Institution.
15. Any dispute arising out of the recruitment process or contractual engagement shall be subject to the jurisdiction of the competent courts having territorial jurisdiction over the Institution.
16. Any matter not specifically covered herein shall be decided by the Competent Authority of the Institution, whose decision shall be final.