

# SATHI Foundation IIT Kharagpur

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**Registered Office:** Nano CRF SATHI Building, Diamond Jubilee Complex, IIT Kharagpur Campus, Paschim Medinipur, Kharagpur, Midnapore, West Bengal, India, 721302

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## विज्ञापन सं./Advertisement No.: R/SATHI/COO/02/2025 Dated November 03, 2025

SATHI Foundation IIT Kharagpur was set up in 2021 under the Section 8 not profit company Act 2013 for operation and maintenance of the scientific and analytical facilities installed in the "**Sophisticated Analytical and Technical Help Institute**" (SATHI), set up by the Department of Science & Technology (DST), Government of India at IIT Kharagpur. The SATHI is a shared, professionally managed, national science & technology infrastructure facility. The SATHI Centre at IIT Kharagpur accessible to the Academia, Start-ups, Manufacturing Units, Industries, MSME (Micro, Small & Medium Enterprises) and R&D Laboratories. The Centre houses several state of art analytical and characterisation facility, which can be used by the external users, and also help the users in meaningful interpretation of the results.

The SATHI Foundation, IIT Kharagpur invites online applications from the Indian Nationals and the OCI Cardholders for the following post on a purely contractual basis.

Sl. No.	Name of the post(s)	No. of Vacancy	Consolidated pay plus admissible allowances as per the Institute norms
1	Chief Operating Officer (COO)	1 (UR)	Rs. 1,30,000/- to Rs 2,00,000/- per month (consolidated, depending on qualification and experience)

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

### Chief Operating Officer (COO)

**Pay:** Consolidated pay between Rs 1,30,000/- to Rs 2,00,000/- per month (to be fixed during appointment based on qualification and experience) plus other allowances as admissible, as per SATHI Foundation norms for contractual employees.

**Job Description:** The COO will be responsible for operation, maintenance, publicity, outreach, and all other activities, including day to day operations of SATHI Foundation IIT Kharagpur. Other employees of SATHI Foundation IIT Kharagpur including instrument operators will report to her/him. The COO will be responsible for independently reaching out to Industry. For details about job responsibilities, please refer to Annexure 1.

**Nature of Job:** Contractual. Initial appointment will be for one (1) year which can be extended up to 3 years on yearly renewal basis based on evaluation of satisfactory performance. Extension of contract beyond three (3) years may be considered based on the performance of the COO, if the Centre becomes financially self-sustaining.

The COO will report to the Chairperson, SATHI.

### Essential Qualification and Experience:

- Post-graduate in Science/Engineering or M. B.A. or Ph.D in any natural science stream with first class (a minimum of 60% marks or CGPA of 6 out of 10) or equivalent at all the preceding degrees.
- Prior experience in C-Level roles (COO, CEO, CTO, CBDO, CMO, or equivalent) in technology-driven entities: academia-based organizations, private sector companies, NPOs.
- Proven track record in leadership roles with the key focus on customer development, stakeholder engagement, and new markets acquisition, preferably within research facilities, academic institutions, or technology-driven organizations.

### Desirable Qualification and Experience:

- Strong Industry connect.
- Strong strategic planning and decision-making abilities.
- Excellent financial acumen and business development skills.

- Ability to engage and collaborate with government agencies, industries, and academia.
- Demonstrated leadership in team development and operational excellence.
- Idea about accreditation of Instruments.

**Maximum age limit:** Preferably below 60 years as on the closing date of application.

Essential Qualification criteria can be relaxed for candidates with Exceptional candidates (particularly in terms of experience)

### **General Instructions**

1. The SATHI Foundation, IIT Kharagpur, a Section 8 Company under Companies Act, 2013, the terms and conditions of appointment shall be governed according to the regulations of Section 8 Company applicable for its employees.
2. No fee shall be paid at the time of application.
3. Reservation for SC / ST / OBC / PWD etc. as per Government of India Rules.
4. The SATHI Foundation, IIT Kharagpur reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution.
5. The SATHI Foundation, IIT Kharagpur also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Initial appointment will be for one (1) year which can be extended up to 3 years on yearly renewal basis based on evaluation of satisfactory performance. Extension of contract beyond three (3) years may be considered based on the performance of the COO, if the SATHI Foundation, IIT Kharagpur becomes financially self-sustaining.
7. The SATHI Foundation, IIT Kharagpur reserves the right to empanel candidate(s) for future vacancies.
8. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
9. Degrees as referred above should have been awarded by a recognized University/Institute.
10. The candidate applying for any post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
11. Mere eligibility will not vest any right on any candidate for being called for an Interview. The decision of the SATHI Foundation, IIT Kharagpur in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
12. 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 the present employer at the time of the Interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
13. A Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
14. The SATHI Foundation, IIT Kharagpur shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the

documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the SATHI Foundation, IIT Kharagpur shall be terminated.

15. SATHI Foundation, IIT Kharagpur strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

16. The SATHI Foundation, IIT Kharagpur reserves the right to call only the requisite number of candidates for the Interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

17. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.

18. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

19. Candidates are advised to fill their correct and active e-mail address in the online application as all correspondence will be made by The SATHI Foundation, IIT Kharagpur through e-mail only.

20. Only candidates who are shortlisted based on their CV will be called for an online interview.

21. The Interview will be held in an online mode only. The date and time of the Interview will be intimated to the candidate by e-mail only in due course of time in their registered email. No separate letter (Hard copy) will be sent for this purpose.

22. Further, for any updates, please visit website of SATHI Foundation IIT Kharagpur [<http://https://sathi.iitkgp.ac.in/>].

23. No TA/DA will be paid for the Selected candidate at the time of joining. The TA shall be covered by the Selected candidate himself/herself.

24. Candidates possessing requisite qualification and experience are required to apply online on or before **20.11.2025**.

25. The short-listing will be done only based on the online application. No hard copy of the application to be submitted.

26. Last date of the submission of application in the online portal is i.e. **20.11.2025**.

27. The candidates are requested to provide details about their patent/ publication/ other scientific output in the online application form through ERP.

28. **There is no need to send the hard copy application.**

29. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

30. **Postal Address:** Nano CRF SATHI Building, Diamond Jubilee Complex, IIT Kharagpur Campus, Paschim Medinipur, Kharagpur, Midnapore, West Bengal, India, 721302

For any other details please contact through **Phone:** 03222-214792, **Email:** [sathi@iitkgp.ac.in/](mailto:sathi@iitkgp.ac.in/) with a copy to [rabibrata@che.iitkgp.ac.in](mailto:rabibrata@che.iitkgp.ac.in)

If any problem is encountered during online application, please contact through phone: 03222-214792.

Director SATHI Foundation  
IIT Kharagpur

## Expected Roles and Responsibilities of COO SATHI Foundation

This short writeup will give the applicant an idea about what is expected from the Chief operating officer of SATHI Foundation, IIT Kharagpur.

### **Background:**

SATHI (Sophisticated Analytical & Technical Help Institute) is a flagship Scientific Infrastructure Development program of the Department of Science & Technology, Government of India. IIT Kharagpur was invited to set up a SATHI center in December 2018 (along with 19 more Institutes). After several rounds of rigorous evaluation, three Institutes were chosen for setting up of the First three SATHI centers, which are: IIT Delhi, IIT Kharagpur and BHU.

As a part of the SATHI grant, we got three major Instruments, which are: 1) Double aberration Corrected HRTEM, 2) Time of Flight Secondary ion Mass Spectrometer (ToF-SIMS) and 3) A high temperature environment controlled creep testing machine. The instruments are operated by dedicated operators. There is a Professor in charge for each instrument, who render their advise and services entirely on an honorary basis. The applicants are requested to visit the SATHI website: <https://sathi.iitkgp.ac.in/> for more details.

DST desired that the activities of the SATHI center should be managed and run by a Section 8 company, and consequently, the company was incorporated in April 2021. Based on an MoU with IIT Kharagpur, the SATHI Foundation is entrusted to run the instruments and charge testing charges to the users. The Director IIT Kharagpur is the ex-officio CMD of the SATHI Foundation.

The office hours are between 9.00 AM and 6 PM, Monday to Saturday.

The primary responsibilities the Chief Operating Officer will be (but not limited to):

- 1) The COO will report to the Chairperson, SATHI who is a faculty member of the Institute, and will be nominated by the Director, IIT Kharagpur.
- 2) Monitoring the day to day activities of the Company, including overseeing the attendance of operators, ensuring operation efficiency of the equipment and auxiliary systems, allotment of slots to users (both from IIT Kharagpur and outside, including industry and startup). This step will require detailed coordinator with the Professor in charges of each facility.
- 3) Follow up on the payment towards testing charges and generation of invoice, using the dedicated ERP facility available for SATHI Foundation, IIT Kharagpur.
- 4) Strategize earning around the instruments, so as to make the company self-sustaining by generating revenue.
- 5) To ensure purchase of consumables and accessories, following the GFR, for smooth running of the instruments. In certain cases, the COO has to assist the Chairperson in procurement of some permanent equipment, which might have to be acquired from time to time.
- 6) To synergize with other units of IIT Kharagpur such as Central Research Facility, Advanced Manufacturing Center and so on, where advanced instruments are housed, so that the external users who approach SATHI can also get their testing done in instruments that are installed across IIT Kharagpur (outside SATHI).
- 7) To reach out on a priority basis to other academic institutes, industry and SME to make them aware about the activities of the Company and the facilities available, to increase the user base. This

may require travel by the COO. Priority for SATHI Foundation IIT Kharagpur is to reach out to Industry and MSME.

- 8) To work towards accreditation of the Instruments by NABL or similar agencies.
- 9) To regularly and routinely organize workshops (at IIT Kharagpur and also at other locations) for awareness, training and skill development.
- 10) Register the instruments in the National Instrument portal, i-STEM.

The above points are just for giving an idea about your roles and activities to the applicants. The COO will be responsible for the smooth, seamless operation of the facilities, revenue generation and all other aspects.

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