



**B.P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY**  
(As per advertisement on 27.06.2025 at Times of India)

Academics		
Post Category	Name of the Post	Required Qualification and Experiences
Academics	Associate Professor	Ph.D degree in the relevant field and first class in B.E./B.Tech or M.E. / M.Tech in the relevant branch. Minimum of 8 years of experience in Teaching/Research/Industry out of which at least 2 years should be post Ph.D experience.
	Assistant Professor	First Class B.E./B.Tech and M.E./M.Tech in relevant discipline.

Administration		
Post Category	Name of the Post	Required Qualification and Experiences
Administration	Principal (Salt Lake Campus)	Professor in Engineering/Management/Science with Ph.D having total experience of 15 yrs. in the field of Teaching/Industry/Research of which at least 5 yrs. should be at the level of Professor with knowledge in Academic Administration
	Registrar (Salt Lake Campus)	Master Degree in Engineering/Science/Management with 6 – 8 yrs. administrative experience in an Engineering/Management College of repute. (Desirable : MBA/CA/AICWA)
	Manager (Brand Development & Digital Promotion)	Graduate with excellent inter – personal and analytical skills. Should have exp. in developing and executing digital marketing campaigns to increase brand awareness, drive traffic and generate leads with minimum 3 years experience.
	Receptionist/Counsellor	Graduate with excellent communication skill & knowledge in computer. Must possess the required skills to handle the front office operations. Should have adequate exposure in education sector with minimum 5 years experience. For counsellor, experience in academic counselling is highly desirable.
	Web Developer cum DTP Operator	Graduate with Diploma or Certificate course in Web Development with 5 years relevant experience & good DTP knowledge.