



Arun and Dhriti Deb Centre of Water and Environmental Studies
(ADDCWES)



Indian Institute of Engineering Science and Technology (IIST), Shibpur
Advancing Water Security • Environmental Sustainability • Societal Impact

Advertisement for the position of one Office Administrator

Ref.: Advt. No. ADD 1928, dated 02.06.2026

Position: ADCWES is seeking a dynamic and qualified manpower to serve as the **Office Administrator**.

The **Arun and Dhriti Deb Centre of Water and Environmental Studies (ADDCWES)** at **IIST Shibpur** (www.addcwes.org) is an interdisciplinary centre committed to addressing critical challenges related to **water resources, environmental sustainability, and climate resilience**. The Centre integrates engineering, science, policy, and community engagement to develop innovative, impactful solutions for a sustainable future. ADCWES serves as a platform for **research, capacity building, consultancy, and outreach**, contributing to national priorities and global sustainability goals.

Key Responsibilities

Apart from pursuing his/her own research, in line with the centre's research focus, key responsibilities of the stated position will be assisting the centre director in various activities of the centre, as follows:

- Involvement in office administration tasks related to ADCWES
- Involvement during planning and execution of the Centre's research activities
- Support with the faculty members associated with ADCWES
- Support during planning and conducting professional training programmes and any related academic programmes
- Initiatives towards societal goods, community engagement, to address the local, national and global critical water and environmental issues.
- Involvement with professional consultancy with the associated faculty members
- Undertaking any other activities aligned with the objectives of the Centre (as indicated in the brochure)

Qualifications

Essential

- Master degree in Engineering/Science from reputed Institute
- Experience in work related to water and environment

Desirable

- Good communication skills in English and any vernacular language
- Proficiency in MS Office

Age

- Age limit 40 years as on 1st January 2026

Tenure and Benefits

- Consolidated remuneration of Rs. 40,000 per month with a provision of annual increment.
- The tenure of appointment will be initially for 3 years, with an annual appraisal
- Either party (the Office Assistant or the Centre) may end the association with 30 days' prior written notice.

How to Apply:

Please submit (single PDF) a detailed CV, academic credentials, cover letter (signed scanned copy), and a one-page statement elucidating your suitability for the position to dean.research@iiests.ac.in with a copy to addcwes@iiests.ac.in.

Selection will be made by a selection committee. The short-listed applicants will be informed about the date of the interview.

For enquiries, contact: addcwes@iiests.ac.in

Last date of receipt of application: 10 days from publication of the advertisement in IEST website



Dean, Research & Consultancy
Indian Institute of Engineering Science & Technology

(W. Code DRC-009/26-27)

 **Prof. Pratik Dutta**
Dean, Research & Consultancy
Indian Institute of Engineering Science & Technology
Kharagpur, Howrah-711 103, West Bengal, India

About the Centre

The Arun and Dhriti Deb **Centre of Water and Environmental Studies (CWES)** at IEST **Shibpur** is an interdisciplinary centre committed to addressing critical challenges related to **water resources, environmental sustainability, and climate resilience**. The Centre integrates engineering, science, policy, and community engagement to develop innovative, impactful solutions for a sustainable future.

CWES serves as a platform for **research, capacity building, consultancy, and outreach**, contributing to national priorities and global sustainability goals.

Vision

To be a **nationally and internationally recognized centre of excellence** in water and environmental studies, fostering sustainable development through innovative research, education, and societal engagement.

Mission

- To advance **cutting-edge interdisciplinary research** in water and environmental domains
 - To support **evidence-based policymaking** and sustainable practices
 - To build **human capacity** through training and academic programs
 - To engage with **communities, industries, and governments** for real-world impact
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Key Focus Areas

- **Water Resources Engineering & Management**
 - **Hydrology, Hydrogeology & Watershed Management**
 - **Water Quality, Treatment & Reuse**
 - **Environmental Engineering & Pollution Control**
 - **Climate Change Impacts & Adaptation**
 - **River Basin & Urban Water Systems**
 - **Sustainable & Nature-Based Solutions**
 - **Environmental Impact Assessment (EIA)**
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Activities & Initiatives

- **Interdisciplinary Research Projects** (national & international)
- **Consultancy & Technical Advisory Services**

- **Training Programs, Workshops & Short Courses**
 - **Seminars, Lectures & Knowledge-Sharing Events**
 - **Student Projects & Research Fellowships**
 - **Community Outreach & Stakeholder Engagement**
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Academic & Research Strength

- Faculty expertise drawn from multiple departments of IEST Shibpur
 - Collaboration with **government agencies, industries, NGOs, and academic institutions**
 - Emphasis on **applied research** aligned with societal needs and SDGs
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Who We Work With

- Government departments & public sector organizations
 - Academic & research institutions
 - Industries & consulting organizations
 - International agencies & NGOs
 - Urban local bodies & rural communities
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Why CWES, IEST Shibpur?

- Part of a **premier national institute**
 - Strong interdisciplinary faculty base
 - Focus on **sustainability, innovation, and impact**
 - Commitment to addressing **real-world water and environmental challenges**
 - Alignment with **national priorities & SDGs**
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Contact Us

Arun and Dhriti Deb Centre of Water and Environmental Studies (ADD CWES)
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Howrah – 711103, West Bengal, India

✉ Email: addcwes@iiests.ac.in

Knowledge to Policy. Science to Society



