

INDIAN INSTITUTE OF TECHNOLOGY, GANDHINAGAR

Gandhinagar, Palaj – 382055, Gujarat

Advertisement No: MIS/IITGN/R&D/CL/PD/202122/074/Adv0120

Indian Institute of Technology, Gandhinagar (IITGN) invites applications from Indian nationals for the project of IITGN-X: Education Outreach Program at IIT Gandhinagar.

Tenure: 1 year on a contract (Rolling yearly, with assessment and extension at the end of each year)

SL. No.	Position	Required Qualification, Experience & Age Limit, Compensation
1	Program Assistant- I Post Code: POS-01 Vacancy: 01	Age Limit: <ul style="list-style-type: none">32 years (max) on the last date of application submission Monthly consolidated pay: <ul style="list-style-type: none">Range: Rs. 28,000/- – Rs. 44,000/- Minimum Qualifications: <ul style="list-style-type: none">Bachelor's degree in any discipline with 5 years of experience in administrative or coordination roles (preferred). OR <ul style="list-style-type: none">Master's degree in any discipline with 3 years of experience in administrative or coordination roles (preferred) Job Description: <ol style="list-style-type: none">Coordinate the processing and timely settlement of invoices and bills with accurate record-keeping.Manage and document travel approval requests for team members in line with institutional policies.Draft, format, and send bulk emails for official communications while maintaining updated mailing lists.Assist in planning, organizing, and executing IITGN-X events by handling logistics and event documentation.Assist with daily office operations, address queries, and provide comprehensive administrative support to the IITGN-X team.A working knowledge of Microsoft Office, Google Workspace and the latest office tools.Provide logistical assistance to participants attending IITGN-X events, workshops, seminars, and symposiums during their campus visits. Preferred Background/Skills: <ol style="list-style-type: none">Excellent written and verbal communication skills.

How to Apply:

- Interested persons are requested to apply online at the mentioned **URL** (<https://recruitment.iitgn.ac.in/projectstaff/>) only.
- No manual / Paper / Email application will be entertained.
- Read the instructions carefully and fill in the online application form giving accurate information about your candidature.

Selection Process:

- Eligible candidates are shortlisted based on the submitted online application and will be selected based on the telephonic interview.
- IITGN reserves all the right not to call an applicant for an interview, without assigning any reason.
- The decision of the selection committee formed by IITGN is final and binding to all. No queries related to the same shall be entertained.
- Fulfillment of "Minimum Qualifications" does not entail a call for an interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, based on better qualifications and quality of relevant experience, shall be called for interview.

General Conditions and Instructions:

- Relaxation of age and/or educational/essential qualifications will be considered in the case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.
- All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
- The candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with the eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the online application form must remain valid for at least next year. No change in the E-mail ID will be allowed, once entered. All future correspondence will be sent via Email only.
- IITGN reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any further notice or assigning any reason whatsoever.
- IITGN reserves the right not to select any candidate for the post(s).
- Incomplete applications will be summarily rejected.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.

The last date for submitting an online application through the website

30.06.2025

Dean R & D IIT Gandhinagar