

Job Description: Program Assistant II

Project: Centre for Research Commercialization (CRC)

Institute: Indian Institute of Technology Gandhinagar (IITGN)

Funding: Ministry of Education, Government of India

Tenure: 1 year (Contractual)

Application Deadline: October 25, 2025

Overview:

The Centre for Research Commercialization (CRC) at IIT Gandhinagar is seeking a dynamic and experienced Program Assistant to help its outreach initiatives. This role is pivotal in enhancing the national and international visibility of IITGN's research, innovation, and entrepreneurial ecosystem. The ideal candidate will be a proactive communicator and a skilled associate, responsible for strategically disseminating the Institute's achievements to a diverse audience.

Key Responsibilities:

- Assist in developing and executing a comprehensive outreach and communication strategy to showcase IITGN's research, industry collaborations, entrepreneurial ventures, and academic achievements.
- Assist in curating, creating and managing high-quality content for a variety of channels including social media, newsletters, blogs, the official website, press releases, and promotional materials (brochures, magazines, reports, presentations, videos).
- Help in doing key liaison between the CRC and its stakeholders, including academic partners, industry leaders, government bodies, and the public.
- Assist in the preparation of project proposals, reports, and documentation for grant management and compliance.

- Identify and mitigate potential risks related to project outreach and stakeholder management.
- Help in organizing and promoting events, workshops, and seminars to foster collaboration and knowledge exchange.
- Work both independently and collaboratively within the CRC team to meet project goals and deadlines.

Essential Qualifications:

- BBA or a professional qualification in a relevant discipline with a **minimum of 2 years** of post-qualification experience in the aforementioned fields.

Desired Skills and Qualifications:

- **Prior experience in public relations or grant or project management.**
- **Experience in risk management and external stakeholder management.**
- **Exceptional written and verbal communication skills.**
- Proven ability to be pro-active, manage time effectively, and meet strict deadlines.
- Strong interpersonal skills and the ability to work effectively as part of a team.
- Initiative, enthusiasm, and a flexible approach to work and challenges.
- Strong analytical ability to summarize and communicate complex information clearly.
- Ability to work independently with minimal supervision.

Remuneration:

- A monthly consolidated salary in the range of **INR 35,000 to 55,000**, commensurate with the candidate's qualifications and relevant experience.

Application Process:

- Interested candidates must apply **online only** at: <https://recruitment.iitgn.ac.in/projectstaff/>
- **No manual, paper, or email applications will be accepted.**
- Prepare a **single PDF document** containing:
 1. A detailed Resume/CV.
 2. All relevant qualification certificates (degree, marksheets, experience letters, etc.).
- Carefully fill out the online form with accurate information. Incomplete applications will be rejected.

Selection Process:

- Shortlisting of candidates for the interview will be based on the details provided in the online application.
- IITGN reserves the right not to call any applicant for an interview without assigning a reason.
- The decision of the IITGN selection committee will be final.