

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Advertisement

Applications are invited from bright, young and qualified candidates for administrative work at the Civil Engineering Department.

Name of the post: Project Assistant-I

Duration: 1 year extendable based on performance.

Remuneration: INR 28,000 - 44,000/- per month based on skills and experience.

Eligibility Criteria:

- Qualification: B.C.A. / B.B.A. / B.Sc. degree
 - a) **B.C.A./ B.B.A. / B.Sc.:** First Division or equivalent
 - b) **12th Grade:** Minimum 55%
 - c) **10th Grade:** Minimum 60%

Job Description:

The successful candidate will assist in:

- Plan and manage logistics for various project-related activities.
- Coordinate and communicate with different stakeholders.
- Procurement and management of equipment.
- Maintain documents and assist with laboratory operations.

Application Procedure: Interested candidates are requested to apply online through the following link: [Online Form](#)

Deadline of submission of application is 15 November 2025, or until the position is filled. The selection will be based on the online interview and the shortlisted candidates will be intimated regarding the date and time of the interview via email.

For any queries, contact Head, Civil Engineering via email – hod.ce@iitgn.ac.in