

ADVERTISEMENT NO. OTH/R&D/12276/ADV0146 DATED 17.11.2025

Department	Research and Development Office
Name of the position	Program Associate I (Accounts)
Number of positions	01
How to apply	Link: http://recruitment.iitgn.ac.in/projectstaff/
Last date of the application submission	30.11.2025
Consolidated Monthly Renumeration/Range	Rs. 45,000/- to Rs. 70,000/- per month based on the qualification and experience of the candidate
Tenure	01 year, extendable on an annual basis subject to candidate's yearly performance and assessment
Essential Qualification/Experience	• M.A. (Economics)/M.Com./MBA (Finance) or equivalent qualifications in an appropriate discipline OR B.A. (Economics)/B.Com./BBA or equivalent qualifications in an appropriate discipline and 04 years of post-qualification experience in the relevant field • The percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th • Knowledge of current version of Tally or such other accounting software.
Desirable Qualification/Experience	• Experience in a Higher Education Institute will be preferred.
Age Limit	35 years as on last date of submitting application
Job Description	• The Program Associate-I (Accounts) will work related to the Financial Management and Accounting of the R&D Projects • The selected candidate will be responsible for preparing and maintaining the financial & accounting records, reconciliation, balance sheet, recordkeeping, managing communications, and coordinating activities etc. • He/She should have a sound knowledge of the Accounting and Financial Management functions and should be able to work in collaboration with faculty/staff of IITGN. • The candidate should be able to interact with various people internally and externally, detail-oriented, having problem-solving abilities, capacity to work independently and take initiatives etc. • The selected candidate may be assigned another work by the competent authority, as and when required on need basis

General Conditions and Instructions:

- Mere fulfilment of the minimum qualifications and eligibility criteria does not constitute a guarantee for being called for an interview. All applications received in response to the advertisement will be scrutinized, and only shortlisted candidates possessing superior qualifications and relevant experience will be invited for the written test and/or interview.
- Eligible candidates shortlisted based on their online applications may be required to appear for the selection process conducted at the IIT Gandhinagar campus.
- The selection process may consist of a written test followed by a personal interview. IIT Gandhinagar reserves the right to not call any applicant for an interview without assigning any reason.
- Relaxation in age and/or educational qualifications may be considered in the case of exceptionally meritorious candidates, subject to prior approval.
- All qualifications must be obtained from recognized Indian universities or institutes approved by AICTE or other appropriate statutory authorities.
- The candidature of an applicant is liable to be rejected at any stage of the recruitment process or after appointment if any information furnished by the candidate is found to be false, misleading, or inconsistent with the eligibility criteria mentioned in the advertisement.
- Shortlisted candidates must produce their original documents along with self-attested photocopies of PAN card, mark sheets, academic certificates, and testimonials of work experience etc. at the time of the written test and/or interview.
- IIT Gandhinagar reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process without prior notice and without assigning any reason.
- IIT Gandhinagar reserves the right not to fill any of the advertised post(s).
- Incomplete applications shall be summarily rejected.
- No interim correspondence will be entertained. Canvassing in any form will lead to automatic disqualification.