

INDIAN INSTITUTE OF TECHNOLOGY, GANDHINAGAR

Gandhinagar, Palaj – 382055, Gujarat

Advertisement No: MIS/IITGN-X/DSDM/PD/2023-24/034/Adv0119.

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- II 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. 35,000/- – Rs. 55,000/- Minimum Qualifications: <ul style="list-style-type: none"> Bachelor's degree in engineering or technology (BE/BTech or equivalent) with 4 years of experience in marketing/networking/project management. OR <ul style="list-style-type: none"> Master's degree in Science (MSc or equivalent) with 2 years of experience in marketing / networking/ project management. Job Description: <ol style="list-style-type: none"> Assisting in the creation, and planning of initiatives for course materials. Providing support to instructors in formulating, tutoring, Presentation making, and uploading the content of e-Master's on a daily basis. A working knowledge of Microsoft Office and the latest office tools. Maintaining databases of students with grades and scores in exams, involves some manual work of feeding data in soft format. Good communication skills to easily collaborate with clients and the team. Resolve queries of e-Master participants. Perform invigilation during exams/quizzes. Provide logistics support to the participants during their campus visit. Gathering information and research as required. Monitoring and reporting on the development of the Course plans. Demonstrable professional experience in a related position. Strong problem-solving skills and good attention to detail. <p>Please note that the selected candidate must demonstrate flexibility in performing both managerial and technical duties.</p> Preferred Background/Skills: <ol style="list-style-type: none"> Experience and background in Python Programming Exposure to the Data Science field.

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

20.06.2025

Dean R & D IIT Gandhinagar