

Indian Institute of Technology Gandhinagar

ADVERTISEMENT FOR CONTRACTUAL POSTS OF PROGRAM ASSISTANT

Indian Institute of Technology, Gandhinagar (IITGN) invites applications for contractual posts of Program Assistant as per the details mentioned below:

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| Name of the Post | Program Assistant II (Admin) |
| Number of Posts | 1 |
| Classification | Full-time, Contractual Post. |
| Consolidated Pay | Rs. 35,000- 55,000/- per month. |
| Method of Selection | In-person Interview Only |
| Minimum Qualification | Bachelor's Degree in commerce, management, finance or related fields with a minimum of two years post qualification experience. |
| Other Requirements | Candidates with experience working in the domain of mental health or social impact and policy may be preferred. The candidate must have a good academic record throughout, with a minimum of 60% in graduation and higher studies, and at least 55% in Class 10 and Class 12. |
| Age Limit | 30 years |
| Duration of Appointment | 1 year, extendable up to 3 years upon satisfactory performance at the sole discretion of IIT Gandhinagar |
| Job Description | <p>The role involves providing administrative and logistical support for organizing workshops, seminars, and other activities that promote the objectives of the program. It includes documenting and record keeping of various administrative, finance and program related events and materials. The position also requires providing administrative support to the Project Manager for day-to-day tasks and coordinating with students, staff, and faculty to foster engagement and participation in the program.</p> <p>He/she will report to the Principal Investigator and take on responsibilities that ensure the successful and meaningful implementation of the program. The ideal candidate should be comfortable working with diverse groups of people, including students, faculty, staff, and residents at IITGN, and demonstrate empathy and compassion in fostering effective systemic and interpersonal changes. Prior experience in program coordination or accounts management would be an advantage. The role requires excellent analytical and organisation skills, as well as proficiency in various aspects of accounts management.</p> |
| How to apply | Interested candidates for the above-mentioned position may apply through online form . The last date to apply online is 28/02/2025 (till 2300 Hours) . |
| Terms and Conditions of Engagement | <ol style="list-style-type: none">1. Selection will be based on interview and only the shortlisted candidates will be intimated well in advance the date and time of the interview. No TA/DA would be paid for attending the interview.2. The incumbent will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other further contractual engagement on termination of the contract.3. The Institute reserves the right to reject any or all applications without assigning any reason. Institute reserves the right to waive/relax any conditions. The Institute reserves the right not to fill up any of these posts. |

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