



INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, GandhinagarGujarat – 382055
Adv No. MIS/R&D/CRC/2425/0087/Adv0109

20.02.2025

Advertisement

Applications are invited for One temporary position of “Program Manager-I” at the Centre for Research Commercialization, IIT Gandhinagar.

Name of the Post:	Program Manager -I
Consolidated Monthly Pay:	Rs. 60,000/- to Rs. 93,000/- per month based on the experience and credentials of the candidate
Tenure:	One year, extendable on an annual basis subject to candidate’s yearly performance.
Qualification	M.B.A./ PG Diploma in Management / Post Graduate Program in Management or equivalent qualification in an appropriate discipline or higher
Skills/ Personal Attributes	<ul style="list-style-type: none">• Proficient in project management tools like MS Projects• Proficient in use of office productivity tools like MS word, power point and excel• Apt at use of internet, search engines, email , e-commerce and AI tools.• Candidate is expected have good communication (oral and written), presentation and interpersonal skills.• Candidate is expected to be proactive, self-motivated and have an attention to detail
Experience/	<p><u>Essential</u></p> <ul style="list-style-type: none">• Minimum 04 years of post-qualification experience of which 02 years’ experience should be in Program and/ or Project Management and implementation <p><u>Desirable</u></p> <ul style="list-style-type: none">• Experience in collaborating with industry, education institutions and government agencies• Experience in education and training programmes• Experience in business development, or marketing roles within educational institutions or similar high-impact environments• Working knowledge of GeM• Experience in procurement• Working knowledge of NIC e-office or equivalent
Age Limit	40 years as on last date of submitting application
Job Description	<ul style="list-style-type: none">• Handle the day-to-day project and managerial activities of the Centre• Building and maintaining collaborative relationships and liaison with external stakeholders including industry, MNCs, academia, foreign universities, various government agencies etc.• Handle the office and project documentation, correspondence and file work• Plan and convene events, co-ordinate IITGN participation in major events and contribute to our presence at these and other events.• Any other activity as assigned from time to time by the competent authority

How to Apply:

- Interested persons are requested to apply online at the mentioned [URL](http://recruitment.iitgn.ac.in/projectstaff/) <http://recruitment.iitgn.ac.in/projectstaff/> only.
- For identification purposes, each candidate should keep his PAN Card (only) for verification. The PAN Card number needs to be entered in the application form at the appropriate place.
- 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.
- 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.
- The last date for submitting the online application will be 16.03.2025.

General Conditions and Instructions:

- Fulfillment of “Minimum Qualifications” and “Eligibility” 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, on the basis of better qualification and quality of relevant experience, shall be called for written test and/or interview.
- Eligible candidates shortlisted based on submitted online applications may have to appear for the selection process conducted at IITGN premises.
- The selection process may comprise a written test followed by a personal interview. IITGN reserves all the right not to call an applicant for interview, without assigning any reason.
- Only Indian Nationals are eligible to apply.
- Relaxation of age and/or educational qualifications will be considered in 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.
- Candidature of the applicant is liable to be rejected at any stage of 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 eligibility criteria mentioned in the advertisement.
- Shortlisted candidates must bring their original and photocopies of PAN card, mark sheets, certificates and testimonials of work experience at the time of written test and/or interview.
- 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.

Prof. Amit Prashant
Dean, Research and Development
Indian Institute of Technology Gandhinagar