

# INDIAN INSTITUTE OF TECHNOLOGY, GANDHINAGAR

Gandhinagar, Palaj – 382055  
Gujarat

Advertisement No.: MIS/IITGN/R&D/CL/PD/202122/074/Advt0057

Indian Institute of Technology, Gandhinagar (IITGN) invites applications for temporary/contractual posts for its **IITGN-X: Education Outreach** Program as mentioned below:

**Tenure:** One Year; extendible on an annual basis subject to candidates' performance after 1 year.

SL. No.	Position	Required Qualification, Experience & Age Limit, Compensation
1	<b>Deputy/Assistant Project Manager</b>  <b>Post Code:</b> POS-01	<b>Age Limit:</b> <ul style="list-style-type: none"><li>35 years (max) on last date of application submission</li></ul> <b>Monthly consolidated pay:</b> <ul style="list-style-type: none"><li>Range: Rs. 35,000/- – 50,000/-</li></ul> <b>Minimum Qualifications:</b> <ul style="list-style-type: none"><li>First class MBA degree course or equivalent degree course (Like CA, ICWA, or similar degree course etc.)</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>Minimum 3 years of experience in Planning &amp; development (P&amp;D)/Finance/Administration/Finance at Managerial/Officer level.</li></ul> <b>Eligibility:</b> <ul style="list-style-type: none"><li>Working knowledge of computers and communication skills is essential.</li><li>The candidate must be a pro-active, self-motivated, passionate, and self-driven person with strong project management skills.</li></ul> <b>Job Description:</b> <ul style="list-style-type: none"><li>The Deputy/Assistant Project Manager will work closely and collaboratively with IITGN faculty and other stakeholders, staff, and students to organize, coordinate, and facilitate progress of the IITGN-X: Education Outreach Program.</li><li>Coordinate communication with the partner Institutions and Institute stakeholders.</li><li>Coordination with various teams for logistics, hospitality, budgeting, advertising, promotion, data collection, website maintenance and update, etc. with the IITGN-X: Education Outreach Program office and oversee the growth of the program.</li></ul> <b>Note:</b> <ul style="list-style-type: none"><li>Working experience in any of the IITs/NITs or any premier Institute (National Importance) will be an added advantage.</li></ul>

#### How to Apply:

- Interested persons are requested to apply online at the mentioned **URL** (<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.

#### General Conditions and Instructions:

- Fulfilment 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 application 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 rights,

- not to call an applicant for interview, without assigning any reason.
4. Candidates **must be ready to relocate** anywhere in India at specified location/office decided by IIT Gandhinagar.
  5. Only Indian Nationals are eligible to apply.
  6. Relaxation of age and/or educational qualifications will be considered in case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.
  7. All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
  8. 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.
  9. 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.
  10. 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.
  11. IITGN reserves the right not to select any candidate for the post(s).
  12. Incomplete applications will be summarily rejected.
  13. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.

**Important Dates:**

Last date of submitting online application through website	06 <sup>th</sup> March 2023.
Tentative date of interview	Soon after the last date of submission of online applications