

RESEARCH AND DEVELOPMENT OFFICE
Indian Institute of Technology Gandhinagar (IITGN), India

APPLICATIONS INVITED FOR OPEN POSITIONS

Indian Institute of Technology, Gandhinagar (IITGN) invites applications from interested candidates to join the Research & Development Office.

Tenure: 1 year. Renewal will be on a yearly basis, depending on the performance of the selected candidate.

Application Deadline: May 30, 2025

About the Program:

IIT Gandhinagar's R&D Outreach team leads strategic initiatives that enhance the Institute's national and international visibility. A key responsibility of the team is to effectively communicate IITGN's research activities and achievements to a diverse range of stakeholders, including international academic institutions, industry partners, government bodies, and the wider public.

To this end, the team curates and disseminates information about research activities, entrepreneurial endeavours, industry engagements, and academic collaborations through a variety of communication channels. These include social media campaigns, newsletters, blogs, website content, press releases, magazines, brochures, reports, proposals, presentations, videos, and other promotional materials.

In addition to communication and branding, the outreach team also provides strategic support in the planning, promotion, and execution of R&D-led events. This encompasses content development, marketing, media coordination, and logistical organisation.

Details of the Position

Position	Essential Qualification	Desired Qualification	Job Description	Mandatory Documentation
Project Assistant I Vacancy: 01	The candidates must have B.C.A./B.Sc./B.A./B.Com./B.B.A./L.B. or equivalent qualification in an	Experience in administrative and coordination roles, preferably in an international office or academic setting.	Selected candidate has to work on administrative and coordination role preferably in an international office or	In the application portal, please upload as a single PDF the following documents: 1. Resume/CV 2. Qualification

Remuneration : Monthly consolidated INR 28000-44,000) (Remuneration will be based on the candidate's qualifications and experience) Age limit: 30 Years.	appropriate discipline. Minimum 60% or equivalent grade points from 10th onwards. Proficiency in English with strong verbal and written communication skills. Basic computer proficiency and familiarity with office productivity tools (MS Office, Google Workspace, etc.).	Strong organizational skills, attention to detail, and ability to multitask. Creative mindset with a proactive approach to process improvement. Event coordination and logistical management experience, especially involving international guests/students/etc.	academic setting. Work upon any other responsibilities assigned by competent authority time to time.	certificates
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How to Apply:

- Interested candidates 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:

- Candidates eligible for the interview round will be shortlisted based on the submitted online application.
- IITGN reserves the right not to call an applicant for the interview process 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.

General Conditions and Instructions:

- Relaxation of educational qualifications and/or professional experience will be considered in case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.

- 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.
- Fulfilment of “Minimum Qualifications” does not entail a call for interview. The applications received in response to the advertisement shall be scrutinised, and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for a written test and/or interview.
- All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
- The email ID entered in the online application form must remain valid for at least the next year. No change in the email 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.