



**Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar, Gujarat – 382055**

Date: 04/02/2025

Advertisement

Applications are invited for the contractual position of Project Assistant II, Civil Department, IIT Gandhinagar.

Project Title: SWAYAM Prabha Project

Name of Post: Project Assistant II

Department: Civil Engineering

No. of Vacancies: 01

Responsibilities:

- Managing the SWAYAM Prabha project sustainably.
- Liaising with Professors and Instructors in and outside IITs.
- Scheduling and organizing academic recordings.
- Overseeing procurement and administrative processes.
- Tracking purchases and processing payments to ensure timely financial management.
- Ensuring smooth project execution through strategic planning and stakeholder collaboration.

Consolidated Monthly Pay Range: ₹ 35,000 - ₹ 55,000

Essential Qualification: B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. or equivalent qualification in an appropriate discipline with a minimum of 02 years of post-qualification experience.

Desirable: Experience in working in an academic institute, Procurement procedure, Mass Media Background.

Interested candidates are requested to send an email to swayampp@iitgn.ac.in, (subject: Project Assistant - II Application Documents) a PDF file containing the resume mentioning all qualifications, experience, and contact details and a one-page SOP. **The deadline for submission of the application is 14/02/2025** at 5:00 PM (IST). Interviews will be conducted virtually.

Note: 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 classes 10th and 12th.