



INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, GandhinagarGujarat – 382055
Adv No. MIS/IITGN/R&D/SPM/201516-09/Advt0078

06th March 2024

Advertisement

Applications are invited for **One** (1) temporary position of “Program Assistant-I” at Research & Development Office, IIT Gandhinagar.

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| Name of the Post: | Program Assistant-I |
| Consolidated Monthly Pay: | Rs. 28,000/- to Rs. 44,000/- per month Based on the experience and credentials of the candidate |
| Tenure: | One Year, extendable on an annual basis subject to candidates' yearly performance. |
| Qualification | B. Com/ B.B.A (Finance) with 55% marks with three years of experience in accounting. OR M. Com/ M.B.A (Finance) with 55% marks or CA/CS/CMA and one year of experience in accounting. |
| Desirable | Knowledge of current version of Tally or such other accounting software. |
| Age Limit | 32 years as on last date of submitting application |
| Job Description | <ul style="list-style-type: none">• The Program Assistant-I will work for the administration, financial management and accounting related work of the R&D Projects, IIT Gandhinagar.• The selected candidate will be responsible for preparing and maintaining the financial records, reconciliation, balance sheet etc. and any work as and when required & assigned by the competent authority. |

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.
- Last date for submitting the online application will be 24th March 2024.

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 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.
- 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 & Development
Indian Institute of Technology, Gandhinagar