

## **Opening for Grants Adviser at IIT Gandhinagar**

Indian Institute of Technology Gandhinagar (IITGN) invites applications for the post of Grants Advisory Officer to work in Research and Development office and interact with team of professors and officers in RnD office.

**Job Title:** Grant Advisory Officer

### **Job Description:**

The Grants Advisory Officer will be a member of the Research and Development Office at IIT Gandhinagar and will work to provide advice on and support with grant applications from local and international funding sources. The activities of the Grants Adviser will help increase extramural funding available to faculties and staff scientists for furthering research programs at multiple levels like individual, consortium, theme based grants, grants at institute level, etc.

### **Key Responsibilities:**

1. Curating grant information for the R&D funding databases
2. Pre-application grants advice to IITGN faculties on extramural funding agencies, schemes, and deadlines
3. Pre-application grants advice to IITGN scientists on intramural funding schemes and deadlines, coordinating internally as needed
4. Due diligence on prepared grant applications and coordinating submissions
5. Outreach to the agencies supporting campus research, as required
6. Dissemination of grant information via Newsletters, presentations and other mechanisms
7. Leading R&D communications team for content development and dissemination
8. Undertaking any other pertinent duties that may be required from time to time

### **Eligibility:**

Applicants to the role should have PhD in Sciences or Engineering with good academic record.

### **Desirable:**

1. PhD holders with 0 – 3 years of prior experience in grant funding or certification in the pertinent area
2. Proven communication skills
3. Strong time-management and interpersonal skills
4. Initiative, enthusiasm and a flexible approach to work
5. The ability to analyze, summarize and communicate information
6. The ability to work both independently and as part of a team

Duration: 2 year fixed tenure, subject to extension based on the evaluation at the end of tenure

Salary: 45,000 – 75,000 INR per month commensurate with the experience of the candidate

Application Procedure: Candidates must send their applications **via e-mail** to Prof. Dhiraj Bhatia (dhiraj.bhatia@iitgn.ac.in). The following documents must be sent as a **single pdf attachment** to the email:

1. Current CV with list of achievements + names of two referees for recommendation letters
3. A one-page summary of previous research/work experience
4. A brief note about why you think that you would be ideal candidate for this position at IIT Gandhinagar

Deadline for submission of application is 15<sup>th</sup> October 2021.

Queries may be directed to Prof. Dhiraj Bhatia.