26th March 2024

Advertisement

Applications are invited for **One** (1) temporary position of "Program Manager-I (Networking and Grantopedia) " at *Research & Development Office, IIT Gandhinagar.*

Name of the Post:	Program Manager -I (Networking and Grantopedia)
Consolidated Monthly Pay:	Rs. 60,000/- to Rs. 93,000/- per month based on the experience and credentials of thecandidate
Tenure:	One year, extendable on an annual basis subject to candidate's yearly performance.
Qualification	M.B.A or Masters in Engineering/ Sciences with 55% marks and three years of relevant experience OR PhD Degree
Desirable	• Candidate having engineering or science background with research experience. • Working experience of a higher education institute.
Age Limit	40 years as on last date of submitting application
Job Description	• Ability to coordinate and lead meetings, workshops, and orientations related to the grant activities like research grants, International collaborative grants, fellowships, awards, travel grants, meeting & event support schemes, international exchange grants, R&D infrastructure grants and various cooperative/private funding agencies. • Establish and maintain cooperative and effective working relationships with different stakeholders; maintain records and prepare reports; plan and organize work. • Communicate effectively both orally and in writing; meet schedules and timelines. • Provide leadership in developing relationships with funding agencies and industries. • Work independently with little direction and adaptable to work in a dynamic environment. • Any other work, assigned by the competent authority time to time.

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.
- The last date for submitting the online application will be 28th April 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 applications 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 right 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