



INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Research & Development Office

ADVERTISEMENT NO. OTH/12276/Advt0339 DATED 01.10.2026

Applications are invited for a temporary position of **Program Assistant-I** at IIT Gandhinagar. The details are as below:

Name of PI	Prof. Vimal Mishra, Dean R&D	Department	Research & Development
Project title	Manpower Hiring for R&D Office		
Designation	Program Assistant-I		
Number of positions	02		
Application Link	http://recruitment.iitgn.ac.in/projectstaff/		
Last date of application submission	23.10.2026		
Consolidated Monthly Remuneration	₹28,000 – ₹53,000 per month		
Duration of appointment	01 Year		
Eligibility Norms	☒ Institute norms ☐ Funding Agency norms		
Essential Qualification/Experience as per the norms	B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. Or equivalent qualification in an appropriate discipline. <i>The percentage/grade points with respect to the academic qualification will be a minimum 60% or equivalent grade from graduation onwards and 55% or equivalent grade in class 10th and 12th.</i>		
Desirable Qualification/Experience	Working knowledge of MS Office suite, Tally/accounting software, e-Office and general administrative processes. Freshers/Candidates Without the desired skills/experience are also welcome to apply. Good communication, learning aptitude, coordination and documentation skills would be an added advantage.		
Job Description	To assist in the general administrative and accounts-related activities of the R&D Office. The work may include e-Office/file processing, payments and receipts, basic bookkeeping/Tally-related work, project staff recruitment and related HR matters, maintenance of records, coordination with internal/external stakeholders and other administrative or office-related work as assigned from time to time.		
Contact	Prof. Vimal Mishra Email: rndqueries@iitgn.ac.in , rnd@iitgn.ac.in Ph: 079-2395-2131		

“Merely meeting the minimum eligibility criteria will not guarantee the shortlisting and/or appointment. A higher cutoff level may be used. The Institute reserves all rights, not to call an applicant for a selection test or not to fill up a position through this round of selection process without assigning any reason.”