



INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Palaj, Gandhinagar – 382 355

Advertisement No. IITGN/AO/RECT.03/2016-17

Vacancy: One post of Junior Executive, Career Development Services (CDS)

The Institute is looking for a Junior Executive, Career Development Services (CDS) who will be responsible for carrying out tasks related to placement, internship, career counseling and industry visits of students.

Remuneration: Commensurate with the credentials.

Duration: Initial appointment will be for duration of one year, with provision of extension.

Last date for application: **March 10, 2017.**

Qualification and Experience: Bachelor's degree in Engineering preferably with post graduate qualification in Business Administration, with adequate experience in managing human resources and corporate contacts. Skills related to managing Office documents (e.g. Word, Excel and Powerpoint), database management systems, and CRM software should be highlighted in the application. Only persons below 35 years of age with excellent communication skills, leadership qualities, capacity for good team work and griping initiatives need apply.

General Conditions:

- i. Fulfilling qualifying norms does not entail a call for interview. Only candidates short-listed on the basis of better qualification and quality of relevant experiences shall be called for interview.
- ii. Outstation candidates called for interview shall be reimbursed travel expenses from place of residence to Gandhinagar and back, as per instruction in the call letter, on production of proof of travel.
- iii. At the time of registration for interview, the candidates must produce all documents in original in support of all statements in their application.
- iv. Officers of government/semi-government/autonomous organizations must produce no-objection certificate from their parent organization before appearing in the interview.
- v. The Institute reserves all rights not to call an applicant for interview or not to fill up the position through this round of selection without assigning any reason.
- vi. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
- vii. Preference may be given to candidates who can join early in view of urgent requirement.
- viii. Applications must be submitted through the online form available at institute website www.iitgn.ac.in under section jobs@IITGn, subsection: Staff on Contract.

Assistant Registrar (Admin-2)