

# Indian Institute of Technology Gandhinagar

## ADVERTISEMENT FOR CONTRACTUAL POSTS OF PROGRAM ASSOCIATE III (CDS)

Indian Institute of Technology, Gandhinagar (IITGN) invites applications for contractual posts of Program Associate III (CDS) as per the details mentioned below:

<b>Name of the Post</b>	<b>Program Associate III (Career Development Services)</b>
<b>Number of Posts</b>	1
<b>Classification</b>	Full-time Contractual Post
<b>Consolidated Pay</b>	Rs.65000/- per month. No other allowance are admissible. Accommodation may be provided against payment of applicable Charges as per institute norms and subject to availability.
<b>Method of Selection</b>	In-person Interview Only
<b>Educational Qualification</b>	Master's Degree preferably in Management/Communication/Public Relation/Human Resource/Marketing/Engineering with minimum 60% marks or CPI 6.0 from recognized University/Institute.
<b>Experience</b>	At least 5-year experience of working in career development or Placement Office of a reputed Higher education institute. Should have computer literacy and experience of working with computer applications.
<b>Desirable Skills</b>	1. Excellent verbal and written communication skills for interacting with students, faculty, industry professionals, and recruiters. 2. Strong Interpersonal Skills, Being able to build and maintain relationships with students, alumni, employers. 3. Problem Solving skills and Leadership abilities. 4. Flexibility to work on Weekend, holidays or beyond office hours.
<b>Duration of Appointment</b>	Initially for 1 year, extendable upon satisfactory performance at the sole discretion of IIT Gandhinagar
<b>Job Description</b>	1. To create, maintain and cultivate relationship with the Human Resource and Talent Acquisition teams of organizations across the country for placement, internships and industrial visit purposes. 2. Organizing on-campus placement drives where companies come to the institute to conduct recruitment processes, including interviews, group discussions, and tests. 3. Individual meeting with faculty and other internal stakeholders to know their connections. 4. Engaging with alumni to create networking opportunities for current students and to leverage alumni connections for placements and internships. 5. Maintaining accurate records of student placements, including placement statistics, company profiles, and alumni achievements. 6. Any other roles and responsibility as decided by reporting officer from time to time
<b>How to apply</b>	Interested candidates may apply through online form available at <a href="https://www.iitgn.ac.in/careers/contract-positions">https://www.iitgn.ac.in/careers/contract-positions</a> . The last date to apply online is <b>17<sup>th</sup> June 2024 (05:30 PM)</b> .
<b>Terms and Conditions of Engagement</b>	1. Selection will be based on interview and only the shortlisted candidates will be intimated well in advance the date and time of the interview. No TA/DA would be paid for attending the interview. 2. The incumbent will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other further contractual engagement on termination of the contract. 3. The Institute reserves the right to reject any or all applications without assigning any reason. Institute reserves the right to waive/relax any conditions. The Institute reserves the right not to fill up any of these posts. 4. Program Associate III has to work fulltime for 5 days a week (Monday to Friday).He/She may be asked to work during late evening and even on holidays as per the work requirement. 5. Program Associate III is required to attend the job assigned by the reporting officer or any other concerned person from time to time.