



**Indian Institute of Technology Gandhinagar**  
**Palaj, Gandhinagar, Gujarat – 382055**

**Date:** October 08, 2025

**Advertisement**

Applications are invited for the contractual position of Program Associate I, Alumni Relations, IIT Gandhinagar.

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| Project Title                         | Alumni Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Name of Post                          | Program Associate I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Discipline/ Department                | Alumni Relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Number of Vacancies                   | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Consolidated Monthly Pay Range        | Rs. 45,000 – Rs. 70,000<br>Based on the experience and credentials of the candidate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Essential Qualifications & Experience | <p>B.Tech./B.E./M.Sc/M.C.A./LLM./CA/CMA/CS/MBA/Professional qualification or equivalent in an appropriate discipline.</p> <p style="text-align: center;">OR</p> <p>B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. or equivalent qualification in an appropriate discipline with a minimum of 04 years of post-qualification experience.</p> <p><b>Note:</b> The percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards, and 55% or equivalent grade in class 10<sup>th</sup> and 12<sup>th</sup></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Desirable Experience                  | Fostering community building, Fundraising, Public Engagement, Event Management, Handling social media, Content Creation for social media, official reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Job Description                       | <p>The Alumni Relations Office at IIT Gandhinagar serves as a vital bridge between the Institute and its global alumni community. We design and execute initiatives that foster lifelong connections, strengthen institutional pride, and encourage meaningful engagement between alumni and their alma mater.</p> <p>As Program Associate-I, you will play a key role in conceptualizing, coordinating, and implementing initiatives that enhance alumni engagement and communication.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead the planning and execution of alumni engagement events, outreach programs, and fundraising initiatives.</li> <li>• Create, curate, and manage content for newsletters, annual reports, website updates, and other communication materials.</li> <li>• Drive consistent and strategic communication through email campaigns and social media platforms to enhance alumni visibility and connection.</li> <li>• Collaborate on development and fundraising efforts, assisting in cultivating relationships with potential donors and contributors.</li> </ul> <p><b>Desired Profile</b></p> <ul style="list-style-type: none"> <li>• Proactive, creative, and passionate about building relationships and fostering community engagement.</li> <li>• Strong skills in event planning, organization, and execution with meticulous attention to detail.</li> <li>• Excellent written and verbal communication abilities, with the capability to engage effectively with a diverse alumni community.</li> <li>• Experience in stakeholder communications, content creation, or alumni/development functions will be an advantage.</li> </ul> |

|                    |                                                                                    |
|--------------------|------------------------------------------------------------------------------------|
| Tenure             | 1 year (may be extended based on periodic performance evaluation of the candidate) |
| Last date to apply | November 8, 2025                                                                   |
| Documentation      | Apply <a href="#">Here</a>                                                         |



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| Project Title                         | Alumni Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Name of Post                          | Program Assistant I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Discipline/ Department                | Alumni Relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Number of Vacancies                   | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Consolidated Monthly Pay Range        | Rs. 28,000 – Rs. 44,000<br>Based on the experience and credentials of the candidate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Essential Qualifications & Experience | B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. or equivalent qualifications in an appropriate discipline.<br><br><b>Note:</b> The percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards, and 55% or equivalent grade in class 10 <sup>th</sup> and 12 <sup>th</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Desirable Experience                  | Proficiency in MS Office, Database Management, Public Engagement, Event Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Job Description                       | <p>The Alumni Relations Office at IIT Gandhinagar works to strengthen the bond between the Institute and its alumni through various programs, events, and communication initiatives. The office supports engagement efforts that connect alumni across the globe and celebrate their association with IIT Gandhinagar.</p> <p>As Program Assistant-I, you will support the day-to-day operations of the Alumni Relations Office, assist in coordination tasks, and provide logistical and administrative support for various alumni activities and events.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in organizing alumni events, meetings, and outreach activities.</li> <li>• Provide logistical and clerical support including data entry, documentation, record management, and correspondence.</li> <li>• Support communication efforts such as preparing mailing lists, scheduling updates, and assisting in drafting basic content for newsletters or announcements.</li> <li>• Help maintain alumni databases and ensure information accuracy and timely updates.</li> <li>• Coordinate with vendors, internal departments, and alumni volunteers for smooth execution of programs.</li> <li>• Facilitate fundraising activities and support donor engagement.</li> </ul> <p><b>Desired Qualities</b></p> <ul style="list-style-type: none"> <li>• Good organizational and time-management skills with attention to detail.</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint) and comfort with online communication tools.</li> <li>• Ability to follow instructions carefully and carry out assigned tasks responsibly.</li> <li>• Strong interpersonal skills and a collaborative attitude to work effectively in a team environment.</li> <li>• A positive, service-oriented approach and willingness to learn in a dynamic environment.</li> </ul> |
| Tenure                                | 1 year (may be extended based on periodic performance evaluation of the candidate)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------|----------------------------|
| Last date to apply | November 8, 2025           |
| Documentation      | Apply <a href="#">Here</a> |

### **How to Apply:**

- Interested persons are requested to apply online at the mentioned URL only (Apply Here).
- 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 percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th.

### **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 application may have to appear for the interview conducted either at IITGN premises or in Online Mode.
- The selection process is on personal interview after scrutiny of the application. IITGN reserves all the rights not to call an applicant for interview, without assigning any reason.
- Only Indian Nationals are eligible to apply.
- All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
- 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.