

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, Gandhinagar Gujarat – 382055

Advertisement

Applications are invited for Two (02) contractual position of “**Program Associate- II**” at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	Program Associate- II
Nature of the Job	Content Writer
Consolidated Monthly Pay	Rs. 50,000/- to Rs. 78,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's performance and the institute's requirements.
Required Qualification	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. and M.Tech./M.S./M.Phil. or equivalent qualification in an appropriate discipline. OR B.Tech./B.E./M.Sc./M.C.A./LLM./CA/CMA/CS/MBA/Professional qualification or equivalent in an appropriate discipline with a minimum of 02 years of post qualification experience. OR B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. or equivalent qualification in an appropriate discipline with a minimum of 06 years of post qualification experience.
Desirable	<ul style="list-style-type: none"> ● Experience of working in a higher educational institute. ● Exceptional written and verbal communication skills ● Ability to distill complex scientific concepts into clear, engaging messages for diverse audiences. ● Excellent work ethics. ● Ability to work in a team environment and on deadlines. ● Proficiency in digital media tools and platforms, including content management systems, social media analytics, and multimedia production software. Proven work experience as a science writer, copywriter, content developer, or similar role. Ability to build and maintain relationships with researchers, industry personnel, and other internal and external stakeholders Note-taking skills using both physical and digital records.
Skills Required	Excellent news sense, strong writing and editing skills, proficiency in press release and feature writing, ability to translate complex topics into accessible language, experience in media outreach, and comfort with digital tools for content creation and distribution.
Age Limit	40 years as on the date of advertisement
Job Description	<ul style="list-style-type: none"> ● Developing and implementing communication strategies to effectively promote R&D activities aligned with institutional goals and priorities. ● Develop content for various purposes, including but not limited to IITGN's R&D social media series, newsletter, annual research compendium, website content, blogs, press releases, proposals, event/meeting reports and summaries, and promotional materials. ● Aid internal teams in the branding and execution of their flagship events.

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Applications are invited for Two (02) contractual position of “**Program Associate - II**” at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	Program Associate - II
Nature of the Job	Graphics Designer
Consolidated Monthly Pay	Rs. 50,000/- to Rs. 78,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's performance and the institute's requirements.
Required Qualification	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. and M.Tech./M.S./M.Phil. or equivalent qualification in an appropriate discipline. OR B.Tech./B.E./M.Sc./M.C.A./LLM./CA/CMA/CS/MBA/Professional qualification or equivalent in an appropriate discipline with a minimum of 02 years of post qualification experience. OR B.C.A./B.Sc./B.A./B.Com./B.B.A./LLB. or equivalent qualification in an appropriate discipline with a minimum of 06 years of post qualification experience.
Desirable	<ul style="list-style-type: none"> ● Experience of working in a higher educational institute. ● Proficiency in graphic design software (e.g., Adobe Photoshop, Illustrator, InDesign) ● Experience in designing print and digital media for academic or corporate institutions ● Strong visual communication and creativity skills ● Experience in designing reports, brochure, newsletter, etc.
Skills Required	Working knowledge of graphic design and visual communication tools, including software such as Adobe Photoshop, Illustrator, and InDesign, with the ability to create engaging multimedia content.
Age Limit	40 years as on the date of advertisement
Job Description	Design and develop visual communication materials for print and digital platforms, including institute communications and branding. Collaborate with student, faculty and staff on diverse design assignments.

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Applications are invited for One (01) contractual position of “**IT Associate I**” at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	IT Associate I
Nature of the Job	Web Developer
Consolidated Monthly Pay	Rs. 45,000/- to Rs. 70,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent’s performance and the institute’s requirements.
Required Qualification	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. and B.Tech./B.E./M.Sc./M.C.A./LLM./CA/CMA/CS/MBA/Professional qualification or equivalent in an appropriate discipline. OR 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.
Age Limit	40 years as on the date of advertisement
Desirable	<ul style="list-style-type: none"> • Preference will be given to the candidates having experience in website development • Proficiency in PHP 8+ development • Strong knowledge of HTML, CSS, and JavaScript • Experience with WordPress development and customization • Familiarity with MySQL and writing complex SQL queries • Ability to perform data migration efficiently and securely • Skilled in debugging, troubleshooting, and upgrading websites and web applications • Detail-oriented with strong problem-solving abilities • Good communication skills and ability to work collaboratively in a team
Skills Required	<ul style="list-style-type: none"> • Expertise in PHP 8+ and modern web development standards • Strong command of front-end technologies: HTML, CSS, JavaScript • Experience working with WordPress CMS, including theme and plugin development/customization • Proficiency in MySQL, SQL query optimization, and database management • Hands-on experience with data migration projects, ensuring data integrity and minimal downtime • Ability to debug and resolve issues in web applications efficiently

	<ul style="list-style-type: none"> • Knowledge of website and application performance optimization techniques • Familiarity with version control systems (e.g., Git) is a plus
<p>Job Description</p>	<p>Website and Web Application Development:</p> <ul style="list-style-type: none"> • Develop, maintain, and upgrade websites and web applications using PHP 8+, WordPress, HTML, CSS, and JavaScript. • Customize WordPress themes and plugins to meet organizational requirements. • Write clean, efficient, and well-documented code adhering to best practices. <p>Database Management and Data Migration:</p> <ul style="list-style-type: none"> • Design, optimize, and maintain MySQL databases, writing complex SQL queries for reporting and data manipulation. • Execute secure and accurate data migration tasks as required, ensuring minimal disruption. <p>Debugging and Troubleshooting:</p> <ul style="list-style-type: none"> • Identify, diagnose, and fix bugs and performance issues in websites and applications. • Collaborate with stakeholders to understand issues and provide timely solutions. <p>Website Upgrades and Performance Optimization:</p> <ul style="list-style-type: none"> • Plan and implement upgrades to existing web infrastructure, including CMS updates, security patches, and feature enhancements. • Monitor website performance and optimize loading times and responsiveness. <p>Collaboration and Documentation:</p> <ul style="list-style-type: none"> • Work closely with designers, content creators, and other team members to implement new features and improvements. • Maintain clear documentation for code, processes, and troubleshooting steps.

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How to Apply:

- Interested candidates are requested to apply online through [this link](#).
- No manual / Paper / Email application will be entertained.
- Read the instructions carefully and fill in the online application form providing accurate information about your candidature.
- The last date for submitting the online application is **26th April 2026**.

General Conditions and Instructions:

- The position is purely temporary and contractual.
- The position is offered for one year from the date of joining, extendable on a yearly basis based on performance, and the institute requirements.
- The selected candidate may be provided hostel accommodation on a shared basis and chargeable basis subject to availability by the student affairs department of the institute.
- Degrees for meeting qualification must be awarded by a reputed and recognized University/Institution.
- The candidates should bring all original documents while appearing for a written test or an interview (online/offline). (starting for 10th standard to higher degree)
- Selection will be based on the **written/practical test and/or interview (online/offline)** performance of the candidate.
- No TA/DA will be given for attending the written/practical test and/or interview.
- The selected candidate will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other contractual engagement.
- Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or part without assigning any reason, and to waive/relax any conditions of the advertisement. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for a test and/or interview. The decision of the Institute in this regard will be final.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
- For a query related to the submission of an online application, you may send an email to ga@iitgn.ac.in.
- Candidates are advised to mention their correct and active email address in the application, **as all the correspondence will be communicated through email only.**

Chairman
Media & Communication,
Indian Institute of Technology Gandhinagar