



Indian Institute of Technology Gandhinagar

ADVERTISEMENT FOR TEMPORARY & CONTRACTUAL POSITIONS

1. Project Management Executive [Civil Engineer/ Architect]

Educational Qualification and Experience: Degree in Civil Engineering/ Architecture/ Project Management preferably with three year work experience.

Job description: IIT Gandhinagar is developing its new campus over 400 acres of land. The institute has appointed a number of leading Architecture firms from India to develop the Master Plan, Academic and Residential buildings. The institute wishes to engage Project Management Executive on short term contract to work with IIT Gandhinagar team for coordinating design activities, data management, establishing activity schedules, monitoring work delivery by various consultants, producing progress reports and coordinating all pre construction activities on site.

Being one of the biggest Institutional projects in India, the campus is being envisaged as a model example of sustainable development. IIT Gandhinagar believes that this is a unique opportunity for young professionals to be a part of development process.

2. Counselor

Educational Qualification and Experience: Ideal candidate would have a Master's Degree Psychology/ Counseling psychology/Counseling with at least two years experience in handling adolescents.

Job description: The counselor would render counseling service to all the students as required and be available to staff and faculty of IIT Gandhinagar. The counselor would be the point of contact for students if they require interpersonal/emotional counseling. He/she must be comfortable working with students from a variety of social and economic backgrounds. He/she may also be required to work evenings or weekends. The counselor will maintain confidentiality but report to Dean, Student Affairs extreme cases in which institutional/family intervention is required. The counselor is expected to help students to develop interpersonal/emotional support system. The counselor will conduct workshops, talks and group discussion time to time to help students in their interpersonal and emotional needs. The counselor may impart career counseling to students and work with Training and Placement Cell of IIT Gandhinagar. The counselor may also carry out other relevant duties assigned by the Institute.

3. Student Activity Coordinator:

Educational Qualification and Experience: Graduate (preferably with an Engineering Degree)/postgraduate (Engineering/Social Science/Natural Science) with proven track record

in extracurricular activities. The candidate would also have exposure to community service and outreach activities.

Job description: Student Activity Coordinator (SAC) is expected to support IITGn students to coordinate and organize extracurricular and co-curricular initiatives. Coordinators are typically outgoing individuals who promote and mentor student leaders. The SAC would also liaison with faculty advisors and students. SAC must be comfortable working with students from a variety of social and economic backgrounds. He/she may also be required to work evenings or weekends. SAC needs budgeting and organizational skills in order to ensure student events are held in accordance with IITGn standards and policies. SAC's duties include budget planning, creating student guidelines, scheduling events, attending student meetings and social events, volunteer recruitment, program development and evaluation, Supervising student workers, coordinating use of facilities and equipment etc. The SAC may also carry out other relevant duties assigned by the Institute authorities.

How to apply

1. Interested **candidates for all the positions apply by email** along with covering note and resume containing all personal particulars, viz date of birth, age, qualifications, experience etc along with name of three referees and complete postal address, contact number and mail ID to **contractual.engagement@iitgn.ac.in** and also forward a copy (enclosing all testimonials pertaining to qualification, experience etc) by post duly signed to the following address: Assistant Registrar (Administration), Indian Institute of Technology, VGEC Campus, Visat-Gandhinagar Highway, Ahmedabad-382424, Gujarat India by 6th December 2013
2. For position **at Sr. No. 1** interested candidates should also complete the **online form** available at <http://bit.ly/1iMgqm8> latest by 6th December 2013
3. For positions **at Sr. No. 2 and 3** interested candidates should also complete the **online form** available at <http://tinyurl.com/kdx9qn9> latest by 6th December, 2013

Terms and Conditions of Engagement

1. The positions are purely temporary and contractual.
2. Duration: The tenure of the contract will initially be for 6 to 12 months and extendable further based on his/her performance.
3. Emoluments: Commensurate with the qualification, credentials and experience.
4. Selection will be based upon an interview and shortlisted candidates will be intimated well in advance the date and time of the interview.
5. 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.
6. 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 right not to fillup any of these positions.
7. Last date of application is **6th December, 2013**