



## Indian Institute of Technology Gandhinagar

### Advertisement for 'Project Assistant'

Applications are invited for one temporary 'Project Assistant' position. The work include

- Helping on-going and future projects in the research group
- Keeping track of various consumables, instruments including the AMC and usage the instruments
- Running and helping to run instruments in the labs
- Maintaining stock register and stock verification
- Preparing the tender documents, compliance sheet, utilization certificate for projects etc.
- Managing the office work, conference, workshop and facilitating lab activities regarding projects
- Communication (both in the form of written and verbal) with different stakeholders inside and outside of the institute

#### Eligibility Criteria:

- Minimum 2.5 years of work experience in the above mentioned areas
- Master degree from any recognized University in *Chemical or Chemistry or Materials Science*
- Proven technical writing and verbal communication skills

#### Compensation and term of position:

Compensation will be 15,000 - 18,000/- per month based on the education and experience (consolidated salary – No HRA). Initial appointment will be for 1 year with the possibility of renewal for the 2<sup>nd</sup> year depending on performance.

#### How to apply:

Those interested are requested to e-mail a (1) *Cover Letter* (2) *Curriculum vitae highlighting education and work experience* by **October 07, 2018**. Please apply and send your application to [chinmayg@iitgn.ac.in](mailto:chinmayg@iitgn.ac.in). Application without above documents will not be considered. The subject line of the email should be "**CGPA-Project Assistant 2018**".