

**INDIAN INSTITUTE OF TECHNOLOGY, GANDHINAGAR**  
Palaj Campus, Gandhinagar, Pin - 382355, Gujarat

Advertisement No.: MIS/IITGN/IMS/PD/201415-005/Advt0015

**Interview at IITGN for the post of “Technical Writer”**

Indian Institute of Technology, Gandhinagar (IITGN) invites candidates for the interview for contractual post for its Institute Management System (IMS) as mentioned below:

**Compensation:** Consolidated Pay of Rs. 40,000/- to 60,000/- per month.

**Tenure:** 12 Months, extendible commensurate upon performance and evaluation after 1 year.

**Vacancy:** One Position (**Technical Writer**)

**Necessary Qualification:** Bachelor's Degree in Engineering or Information Technology/ BCA/ MCA with minimum 65% marks.

**Minimum Experience:**

- Minimum 2 years of experience with documenting software development products.
- High proficiency in written and verbal English.
- Basic familiarity with software development lifecycle, and software development.
- Ability to grasp complex, technical information and translate it for non-technical audience clearly, concisely and accurately, and without relying on jargon.
- Highly creative; ability to think about a procedure or product in a way that a person without technical experience would think about it.
- Being detail oriented and precise, as Technical writers create detailed instructions for others to follow.
- Ability to research, develop, write, and edit effective content with a focus on the intended audience.
- High competence in documenting and editing tools such as Microsoft Word and Google Docs.
- Strong analytical and organizational skills.
- Ability to work independently with minimal supervision.
- Positive outlook on change, and flexible approach to team-based work environment.
- Ability to self-direct, multi-task, and prioritize assignments.

**Minimum Job Requirements:**

- Producing high-quality technical product documentation that is appropriate for its intended audience.
- Working closely with internal teams to identify product and documentation requirements.
- Working with engineers on technical subject matters to prepare written interpretations of design specifications and other information for a general readership.
- Creating System Requirement Specifications, User Guides, Quick Start Guides, How To's, Design Documents, easy-to-understand user interface text, online help, FAQs, conceptual overviews, tutorials, key feature updates, new release updates, Use Cases, and any other documents.
- Generating documentation either from scratch by understanding workflows, by interfacing with subject matter experts (SMEs) or users, by discussing with software team, or from design documents. Determining the appropriate format, structure, syntax, and style.

**Age Limit:** 40 years as on the date of interview.

**How to Apply:**

- Interested persons are requested to apply online at mentioned [URL](https://recruitment.iitgn.ac.in/projectstaff/) (<https://recruitment.iitgn.ac.in/projectstaff/>) only.
- For identification purpose, each candidate should keep his PAN Card (only) for verification. The PAN Card number needs to be entered in the application form at appropriate place.
- 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.

**Selection Process:**

- Eligible candidates shortlisted based on submitted online application will have to appear for selection process conducted at IITGN premises.
- The selection process may comprise of a written & programming test followed by personal interview. IITGN reserves all the rights, not to call an applicant for interview, without assigning any reason.
- The decision of the selection committee formed by IITGN is final and binding to all. No queries related to the same shall be entertained.
- Fulfillment of “Minimum Qualifications” and “Eligibility” does not entail a call for interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on basis of better qualification and quality of relevant experience, shall be called for written test and/or interview.

**General Conditions and Instructions:**

- Candidates **must be ready to relocate** anywhere in India at specified location/office decided by IIT Gandhinagar
- Only Indian Nationals are eligible to apply.
- Relaxation of age and/or educational qualifications will be considered in case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.
- All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
- If eligible, candidates may apply in multiple positions and must submit separate application for each position.
- Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the online application form must remain valid for at least next one year. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via Email only.
- Shortlisted candidates must bring their original and photocopies of PAN card, marksheets, certificates and testimonials of work experience at the time of written test and/or interview.
- Candidates employed with Government Departments / PSUs / Autonomous Bodies / Educational Institutions have to produce NOC at the time of Interview without which they shall not be allowed to appear for the same.
- 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. Canvassing in any form shall lead to automatic disqualification.

**Important Dates:**

Commencement of Online application through website	Within one month of the approval of the advertisement
Last date of submitting online application through website	At least 4 weeks from the date of commencement of online application.

**Dean R & D  
IIT Gandhinagar**