INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Research & Development Office

ADVERTISEMENT NO CON/12123/Advt0376 DATED 16.11.2026

Applications are invited for a temporary position of Project Assistant I at IIT Gandhinagar. The details are as below:

Name of PI	Prof Manish Jain	Department	Center for Creative Learning
Project title	Samagra Shiksha KGBV Gujarat		
Designation	Project Assistant I		
Number of positions	1		
Application Link	http://recruitment.iitgn.ac.in/projectstaff/		
Last date of application submission	20/11/2026		
Consolidated Monthly Remuneration including HRA	Rs 28,000 to 53,000 per month depending on qualification and experience of the candidate		
House Rent Allowance per month (If applicable)	NA		
Duration of appointment	1 Year		
Eligibility Norms[1]	☐✓ Institute norms	☐ Funding Agency norms	
Essential Qualification/Experience as per the norms[1]	(a) B.C.A/B.Sc. or equivalent qualification in an appropriate discipline *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.*		
Desirable Qualification/Experience	● Previous experience in data entry, telecalling, coordination, or a similar role is preferred. ● Experience communicating with schools, teachers, or government offices is an advantage. ● Proficiency in MS Excel or Google Sheets and basic computer applications. ● Clear communication and confident telephone-handling skills. ● Ability to manage large datasets and maintain accurate records. ● Good spoken and written Hindi and English; knowledge of the local language is an advantage. ● Responsible, organized, and able to meet deadlines.		
Job Description	We are seeking an organized and reliable person to support data management and communication with schools and education stakeholders. The role involves maintaining accurate records, making follow-up calls, coordinating with schools and officials, and preparing basic reports. **Key Responsibilities:** ● Enter, update, and maintain information in Excel, Google Sheets, and other digital platforms. ● Call schools and teachers to share information, follow up, and respond to basic queries. ● Keep clear records of calls, responses, and follow-up actions. ● Coordinate with schools, teachers, principals, and government officials.		

[1] "Merely meeting the minimum eligibility criteria will not guarantee the shortlisting and/or appointment. A higher cutoff level may be used. The Institute reserves all rights, not to call an applicant for a selection test or not to fill up a position through this round of selection process without assigning any reason."

	● Prepare basic reports and summaries as required. ● Complete assigned tasks accurately and on time.
Contact	Prof Manish Jain hr.ccl@iitgn.ac.in

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