INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Research & Development Office

SPON/62058/Advt0374

Name of PI	Prof. Pranab Mohapatra	Department	Civil Engineering
Project title	SPON/62058 C-NARMADA		
Designation	Project Associate II		
Number of positions	1		
Application Link	http://recruitment.iitgn.ac.in/projectstaff/		
Last date of application submission	09/11/2026		
Consolidated Monthly Remuneration including HRA	₹ 50,000 - ₹ 90,000 (based on the qualification)		
Duration of appointment	6 month extendable on basis of performance		
Eligibility Norms[1]	☐ Institute norms	☐ Funding Agency norms	
Essential Qualification/Experience as per the norms[1]	B.Tech./B.E./M.Sc./M.C.A./LLM./CA/CMA/CS/MBA/MCom/ 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.		
	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	CA/CA Inter/M.Com preferred candidate; Experience working in an academic institute/ reputed industry, familiarity with procurement procedures, finance, accounting, Commerce related work & exposure to project-based work		
Job Description	• Overall checking & reviewing of all allotted and future consultancy works • Manage day-to-day project operations and ensure timely execution across multiple activities. • Manage grant operations, including budgeting, forecasting, utilisation tracking, and compliance with funding guidelines. • Compile and analyse financial statements • Generally, assist with any accounting routines, especially		

"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."

	during month/, weekly/yearly with the departments • Oversee procurement processes, vendor coordination, and payment workflows along with follow-ups. • Preparation of project-wise presentation with clients, • Fluency in Microsoft Suite • Support recruitment, documentation, and institutional processes, including approvals and reporting. Note: This role involves dynamic responsibilities; the candidate should be adaptable, proactive, and able to work effectively in a team-oriented environment.
Contact	Prof. Pranab Mohapatra (pranabm@iitgn.ac.in)

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