INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, Gandhinagar Gujarat – 382055

Advertisement

Applications are invited for two (02) contractual positions of "Program Assistant I" at IIT Gandhinagar.

Department/Section	Finance & Accounts Office
Name of the position	Program Assistant I
Number of positions	02
How to apply	Link: Applications for Program Assistant I- 11/2026
Last date of the application submission	08-Dec-2026
Consolidated Monthly Remuneration/Range	Rs. 28,000/- to Rs. 53,000/- per month based on the qualification and experience of the candidate
Tenure	01 year, extendable on an annual basis subject to candidate's yearly performance and assessment
Essential Qualification/Experience	• B.Com./BBA (Finance) or equivalent qualifications in Accounts and Finance discipline • The percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th • Knowledge of current version of Tally or such other accounting software.
Desirable Qualification/Experience	• Experience in a Higher Education Institute in Finance & Accounts area will be preferred.
Age Limit	35 years as on last date of submitting application
Job Description	• The Program Assistant-I will work related to the daily Accounting work in F&A section. • The selected candidate will be responsible for preparing journal and payment vouchers, processing various claims, Bank reconciliation and maintaining the financial & accounting records, recordkeeping, managing communications, etc. • He/ She should have a sound knowledge of the Accounting function and should be able to work in collaboration with faculty/staff of IITGN. • The selected candidate may be assigned any other work by the competent authority, as and when required on need basis.

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General Conditions and Instructions:

- Mere fulfilment of the minimum qualifications and eligibility criteria does not constitute a guarantee for being called for an interview. All applications received in response to the advertisement will be scrutinized, and only shortlisted candidates possessing superior qualifications and relevant experience will be invited for the written test and/or interview.
- Eligible candidates shortlisted based on their online applications may be required to appear for the selection process conducted at the IIT Gandhinagar campus.
- The selection process may consist of a written test followed by a personal interview. IIT Gandhinagar reserves the right to not call any applicant for an interview without assigning any reason.
- Relaxation in age and/or educational qualifications may be considered in the case of exceptionally meritorious candidates, subject to prior approval.
- All qualifications must be obtained from recognized Indian universities or institutes approved by AICTE or other appropriate statutory authorities.
- The candidature of an applicant is liable to be rejected at any stage of the recruitment process or after appointment if any information furnished by the candidate is found to be false, misleading, or inconsistent with the eligibility criteria mentioned in the advertisement.
- Shortlisted candidates must produce their original documents along with self-attested photocopies of PAN card, mark sheets, academic certificates, and testimonials of work experience etc. at the time of the written test and/or interview.
- IIT Gandhinagar reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process without prior notice and without assigning any reason.
- IIT Gandhinagar reserves the right not to fill any of the advertised post(s).
- Incomplete applications shall be summarily rejected.
- No interim correspondence will be entertained. Canvassing in any form will lead to automatic disqualification.