

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

Advertisement

Applications are invited for One (01) contractual position of “**Program Associate- I**” at the Student Affairs Office, IIT Gandhinagar.

Name of the Post	Program Associate- I
Nature of the Job	Hostel Management and related activities
Consolidated Monthly Pay	Rs. 50,000/- to Rs. 55,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's performance and the institute's requirements.
Required Qualification	The percentage/grade points with respect to the academic qualification will be a minimum 50% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th. and Graduation qualification or equivalent in appropriate discipline with a minimum of 02 years of post-qualification experience.
Desirable	• Diploma/Certification in Office Administration or Computer Applications. • Experience of working in a higher educational institute with Working knowledge of official correspondence and office procedures. • Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Sheets, Docs, Forms), email writing etc. • Ability to maintain digital records, prepare reports, and handle MIS/ERP systems.
Key Competencies	• Strong communication and interpersonal skills. • Ability to interact courteously with students, faculty, parents, vendors, and Institute officials. • Good organizational and documentation skills. • Ability to prioritize tasks and work efficiently under strict timelines. • Problem-solving ability with a service-oriented approach. • High standards of integrity, confidentiality, and professional ethics. • Ability to work independently as well as in a team.
Age Limit	Maximum 40 years as on the date of advertisement
Job Description	The incumbent should be capable of: • Managing hostel admissions, room allotments, and resident records. • Coordinating hostel operations with caretakers, including housekeeping, maintenance, security, laundry, and mess services. • Handling student grievances and ensuring timely resolution through coordination with concerned departments. • Maintaining occupancy records, attendance, inventories, and hostel databases. • Assisting in emergency response and coordinating with medical, security, and Institute authorities during contingencies. • Preparing official correspondence, reports, and documentation related to hostel administration. • Coordinating with outsourced agencies and monitoring service delivery. • Supporting the organization of student activities and hostel-related events. • Working in shifts or beyond office hours, including weekends and holidays, whenever operational requirements arise.

	Desirable Attributes • Ability to handle high-pressure situations with composure and professionalism. • Strong commitment to student welfare and residential life management. • Willingness to work in a 24×7 residential campus environment. • Demonstrated ability to meet deadlines while maintaining accuracy and attention to detail. • Positive attitude, accountability, and a collaborative approach to work.
--	---

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

How to Apply:

- Interested candidates are requested to apply online through [this link](#).
- No manual / Paper / Email application will be entertained.
- Read the instructions carefully and fill in the online application form providing accurate information about your candidature.
- The last date for submitting the online application is **12th August 2026**.

General Conditions and Instructions:

- The position is purely temporary and contractual.
- The position is offered for one year from the date of joining, extendable on a yearly basis based on performance, and the institute requirements.
- The selected candidate may be provided hostel accommodation on a shared basis and chargeable basis subject to availability by the student affairs department of the institute.
- Degrees for meeting qualification must be awarded by a reputed and recognized University/Institution.
- The candidates should bring all original documents while appearing for a written test or an interview (online/offline). (starting for 10th standard to higher degree)
- Selection will be based on the **written/practical test and/or interview (online/offline)** performance of the candidate.
- No TA/DA will be given for attending the written/practical test and/or interview.
- The selected candidate will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other contractual engagement.
- Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or part without assigning any reason, and to waive/relax any conditions of the advertisement. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for a test and/or interview. The decision of the Institute in this regard will be final.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
- For a query related to the submission of an online application, you may send an email to ga@iitgn.ac.in.
- Candidates are advised to mention their correct and active email address in the application, **as all the correspondence will be communicated through email only**.