

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

**Advertisement**

Applications are invited for One (01) contractual position of “Program Associate II” at the International Relations Office, IIT Gandhinagar.

Name of the Post	Program Associate II
Consolidated Monthly Pay	Rs. 50,000/- to Rs. 78,000/- 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	<p>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.</p> <p><b>and</b></p> <p>M.Tech./M.S./M.Phil. or equivalent qualification in an appropriate discipline.</p> <p>OR</p> <p>B.Tech./B.E./M.Sc./M.C.A./LLM./CA/CMA/CS/MBA/Professional qualification or equivalent in an appropriate discipline with a minimum of 02 years of post qualification experience.</p> <p>OR</p> <p>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.</p>
Desirable	<ul style="list-style-type: none"> <li>• Experience working in an International Relations Office or academic/administrative role in a higher education institution.</li> <li>• Prior exposure to managing MoUs, institutional agreements, or partnership coordination.</li> <li>• Experience interacting with international universities, diplomatic missions, or global organizations.</li> <li>• Knowledge of international academic systems, mobility programs, and global higher education trends.</li> <li>• Strong drafting skills for formal communication, agreements, and reports.</li> <li>• Ability to independently handle delegation visits, events, and multi-stakeholder coordination.</li> <li>• Familiarity with project management, CRM tools, or data management systems.</li> <li>• Work experience or education abroad will be an added advantage.</li> </ul>
Age Limit	35 years as on last date of advertisement

<p>Job Description</p>	<ul style="list-style-type: none"> <li>• <b>Facilitate MoUs and Agreements:</b> Draft, process, and coordinate Memoranda of Understanding (MoUs) and related agreements with overseas and Indian universities, institutions, and industry partners.</li> <li>• <b>Liaison &amp; Coordination:</b> Serve as the primary point of contact for international and national partner institutions; coordinate discussions, queries, and follow-ups.</li> <li>• <b>Partnership Development:</b> Support the development, strengthening, and management of collaborations, including student/faculty exchanges, research partnerships, visits, and joint programs.</li> <li>• <b>Delegation &amp; Visit Coordination:</b> Manage logistics and scheduling for visits of foreign university representatives, delegations, and other external partners.</li> <li>• <b>Program Support:</b> Assist in administering international programs, mobility processes, and partnership activities.</li> <li>• <b>Documentation &amp; Reporting:</b> Maintain records of MoUs, track partnership activities, and prepare brief reports as needed.</li> </ul>
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**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 **December 13, 2025**.

**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](mailto: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**.

Faculty in-charge, International Relations  
Indian Institute of Technology Gandhinagar