

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Advertisement for **Executive Assistant opportunity at IITGN**

IIT Gandhinagar is looking for young, dynamic, tech-savvy, highly motivated and committed Graduates to serve as **Professional Executive Assistant** purely on a temporary basis for a period of one year.

- Essential Qualifications** : Graduates with minimum 55 % marks or equivalent grade points. Candidates should have strong oral and written communication skills in English and be proficient in operating standard computer software including MS-Word and MS-Excel.
- Nature of Traineeship** : Learn while you work on different functions and services of your area of traineeship.
- Duration** : The duration of Executive Assistant will be for one year (extendable based on performance)
- Remuneration** : A monthly all-inclusive consolidated stipend in the range of Rs. **18,000/- to Rs. 22,000/- per month**. No other allowances are admissible.
- How to apply** : Interested candidates for the above-mentioned position may apply through an online form. The link to the form is available [here](#). The last date to apply online is 3rd February 2023 (until 2300 Hours).
- Terms and Conditions of Engagement** :
1. Selection will be based on the interview. Only shortlisted candidates will be called for an interview. No TA/DA would be paid for attending the interview, in case the interviews are scheduled in person.
 2. The incumbent will not have any right to claim his/her regularization / appointment by absorption or otherwise against any regular or contractual posts.
 3. A trainee has to work fulltime for six days a week (Monday to Saturday). He/she may be asked to work during late evenings and even on holidays, as per the work requirements.
 4. The trainee is required to attend to the job assigned by the reporting officer or any other concerned person from time to time.
 5. The Institute reserves the right to reject any or all applications without assigning any reason and waive/relax any conditions and the right not to fill-up any of the position.
 6. The applicant must not be above the age of 25 years as on application deadline.
- Accommodation** : Accommodation may be provided to the selected candidates against payment of applicable charges, as per institute norms, subject to availability.