



Indian Institute of Technology Gandhinagar Advertisement for Trainee in Career Development Services Office

Applications are invited for the post of Trainee in Career Development Services Office at the Indian Institute of Technology Gandhinagar (IITGN).

About CDS: Career Development Services (CDS) office at IIT Gandhinagar is committed to empower the students to discover their true potential and help them to pursue their dreams in all possible immediate career verticals including Entrepreneurship, Placement, Higher Study and Competitive Examinations. CDS helps students with resources to explore and plan their career effectively. CDS also conducts various sessions that help students in career planning, resume preparation, screening tests, group discussion, interview process, personality development among others. More about CDS can be found here: <https://cds.iitgn.ac.in/>

Name of the position: Trainee in Career Development Services

No. of positions: 2 (Two)

Job Description: The trainees will be responsible to perform and improvise day to day operations of the CDS ranging from Career Counselling, Internship, Industrial Visit and Job Placement. Selected candidates will directly work with the top notch organizations of the country and abroad.

Remuneration: ₹ 22,000 per month (additional ₹ 3,000 per month as HRA if not availing campus accommodation).

Eligibility: Undergraduate Degree with minimum 5.5 CPI / 55% marks. Applicants having Bachelor of Business Administration, Bachelor of Computer Application, Bachelor of Engineering and Bachelor degree in Communication/Journalism/Public Relations degree are encouraged to apply.

Skill Sets required:

- Strong student service orientation and Inclination towards working in Education Industry
- Hands-on experience in MS Office Suite and Google Workspace
- Ability to communicate fluently in an all-English business environment (verbal and written) with a firm grasp of spelling and grammar
- Team player with strong work ethic and 'can do' attitude
- Problem Solver, Multi-tasker
- Superior typing skills
- Ability to prioritize, schedule, and meet deadlines.
- Flexibility to work during weekends

Age Limit: Not exceeding 24 years as on application deadline.

Accommodation: On request, Trainees will be provided On-campus accommodation with applicable charges.

Duration of Employment: One year

Application Procedure: Interested candidates should apply via <https://iitgn.ac.in/careers/staff> (search for Trainee in Career Development Services) before the deadline.

Deadline to apply: 14th November 2021 - 5 PM