



Indian Institute of Technology Gandhinagar

Advertisement

Applications are invited for a temporary position of project staff at NEEV, IIT Gandhinagar.

Project Title	NEEV
Name of Post	Trainee
No. of Vacancy	1
Monthly Pay	Rs.18,000/- to Rs.28,000/- based on the qualification and experience of the candidate
Essential Qualifications	Diploma (03 years duration) after 12th in an appropriate 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.
Roles and Responsibilities	<ul style="list-style-type: none">• Assist with implementation of technical training courses such as Data Entry & Advanced Excel, Introduction to Tally, Graphic Design, Basic Computer etc.• Ensure smooth execution of classes by assisting trainers, maintaining schedules, providing technical troubleshooting, and act as a bridge between trainers and participants• Design visually engaging content for social media platforms and website using tools like Canva, Photoshop, InDesign, and CorelDRAW• Assist during studio video shoots, including setting up and operating camera equipment• Work closely with subject matter experts and staff members to understand and deliver content requirements• Communicate effectively with internal teams and grassroots stakeholders, including rural women and youth
Desirable Qualifications & Skills	<ul style="list-style-type: none">• Proficiency in Gujarati, Hindi, and English language• Experience working with rural women and youth in Gujarat• Proficiency in Canva, InDesign, Photoshop, and Corel Draw
Duration	7 Months
How to apply	Interested candidates may apply online at https://forms.gle/EXyfTe3G4AMqY1kT8 and upload their CV and other requested documents on or before 14/07/2025, 5 pm IST . Selection will be based on the interview of the shortlisted candidates. The date, time, and place of interview will be communicated to the shortlisted candidates through email.