

## INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

### Advertisement for Trainee positions at Institute Works Department

IIT Gandhinagar is looking for young, dynamic, tech-savvy, highly motivated and committed Diploma/Degree graduates to work as Trainee purely on a temporary basis for a period of one year. This is an opportunity to learn while you work on different functions & services of the Institute Works Department (IWD).

**Positions:** Trainee positions (03) in the areas of Civil/ Electrical/ Mechanical/ Horticulture. Check details in Annexure I.

**Duration:** One year

**Remuneration:** A monthly consolidated remuneration in the range of Rs. 18,000/- to 25,000/- per month (commensurate with educational qualifications). No other allowances are admissible.

**How to apply:** Interested candidates for the above-mentioned positions may apply online by clicking [here](#). The application form can be filled latest by 15 July 2025, 18:00 Hours.

### **Terms and Conditions of Engagement**

1. Selection will be based on interview and only the shortlisted candidates shall be intimated well in advance the date and time of the 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 legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other further contractual engagement on termination of the agreement.
3. The trainee has to work for six days a week (Monday to Saturday). He/she may also be required to work during evenings and even on holidays, as the work demands.
4. Beyond the assigned regular scope of work, the trainee is required to attain the job consigned 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. Institute reserves the right to waive/relax any conditions. The Institute reserves the right not to fill-up any of these positions.
6. The applicant must have successfully completed their Diploma/Degree in the year 2025.
7. The applicant must be not above the age of 25 years as on 01.06.2025.

**Accommodation:** Bachelor accommodation may be provided to the selected candidates against payment of applicable charges, as per institute norms, subject to availability.

## Annexure – I

<b>Name of Post</b>	<b>Trainee - Civil</b>	<b>Trainee - Electrical/Mechanical</b>	<b>Trainee - Horticulture</b>
<b>The broad area of work</b>	To assist in day-to-day monitoring and reporting of all civil maintenance, addition/alteration, and other miscellaneous works on the campus as directed, Drawing management work, Preparation of estimates, and Minor AutoCAD drafting work.	To assist in day-to-day monitoring and reporting of operation & maintenance of E&M installation, Air conditioning system, Substation, and external and internal electrical work.	To assist in day-to-day monitoring and reporting of operation & maintenance of Horticulture work like hedge, ground coverage, trees & lawns.
<b>Brief description of daily tasks and work</b>	Day-to-day maintenance work, supervision, and reporting. Preparing reports and technical details.	Day-to-day maintenance work, supervision, and reporting. Preparing reports and technical details.	Day-to-day maintenance work, supervision, and reporting. Preparing reports and technical details.
<b>Minimum Educational Qualifications</b>	3-year Diploma or 4-year Degree course in Civil Engineering.	3-year Diploma or 4-year Degree in Electrical/Mechanical Engineering.	B.Sc. in Agriculture/ Forestry or related qualification.
<b>Desirable skills and knowledge</b>	Project management and knowledge of Microsoft Project, AutoCAD drafting & Microsoft Office tools. Language proficiency: Hindi and English	Project management and knowledge of Microsoft Project, internal electrical and air conditioning work, AutoCAD & Microsoft Office tools. Language proficiency: Hindi and English	Basic knowledge of horticulture, plants, hedges, trees, etc., and Microsoft Office tools. Language proficiency: Hindi and English