



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/ITAP/Placement

Date: 3rd August 2021

CIRCULAR

OPPORTUNITY AT IIT, GANDHINAGAR

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: 3 (Three)

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. Candidates with strong ASP.Net, C#, MS SQL, HTML, CSS and Bootstrap are also encouraged to apply.

Remuneration: Up to 20,000 Per Month

Eligibility: Minimum Undergraduate Degree with 6.0 CPI/60%. (BE- All branches , MBA , MCA , Hotel management)

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

ITAP (Integrated Training & Placement) Cell | Contact: +91-79-23267516 | Email: itap@gtu.edu.in

Winners of : ICT Enabled University Award E-India - 2009 v Manthan Award - 2009

v GESIA Award - 2011 v Digital Learning WES - 2011 Award



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

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

Link of the Opportunity: <https://iitgn.ac.in/careers/staff>

Detailed Advertisement (attached as well):

<https://drive.google.com/file/d/1cl2I6RboN9gZl22AbURncestuxQSe4bY/view>

Apply at: <https://docs.google.com/forms/d/e/1FAIpQLSdMtQzrIVuu5J0LSLiRjpugF84doMcFE-2jDhCWRx-84mpSDg/viewform>

Deadline to apply : 25 August 2021 - 5 PM

sd/-
I/C ITAP

ITAP (Integrated Training & Placement) Cell | Contact: +91-79-23267516 | Email: itap@gtu.edu.in

Winners of : ICT Enabled University Award E-India - 2009 v Manthan Award - 2009

v GESIA Award - 2011 v Digital Learning WES - 2011 Award

University Campus, Nr. Vishwakarma Govt. Engg. College, Nr. Visat Three Roads, Sabarmati - Koba Highway, Chandkheda, Ahmedabad – 382424- Gujarat - India. Phone: + 91 - 79 - 23267500 E-mail: info@gtu.ac.in URL: www.gtu.ac.in