INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE (IGSTC)
Ground Floor, Block – II, Technology Bhavan,
New Mehrauli Road, New Delhi – 110016, India
Tel: + 91- 011 -26543500

Vacancy Announcement for the Position of "Senior Program Associate"

The Indo-German Science and Technology Centre (IGSTC) www.igstc.org is an autonomous bilateral organization established by the Governments of India and Germanyto facilitate Indo-German networking through substantive interactions among government, academia/research system and industry to foster innovation and industrial application for the overall economic and societal developments of both countries.

IGSTC is seeking applications for the position of "**Senior Program Associate"**. The roles and responsibilities of the position include scientific administration of science & technology based programmatic activities and database management; interfacing with scientific institutions and liaising with stakeholders; and any other assignment towards implementing the aims and objectives of the organization.

1. **Essential Qualifications:**
   B. Tech / B.E. / M.Sc. in Science, Engineering, or Technology

2. **Experience:** 3 to 5 years of relevant professional experience.

3. **Job Description:**
   - Data warehousing, data mining, and structured data management;
   - Generating insights from data and providing analytical inputs for programme planning and enhancement;
   - Embedding AI and automation tools across IGSTC processes, with due consideration to data integrity and security;
   - Science and technology project management and database management;
   - Acting as the interface between IGSTC and the agency responsible for Comprehensive Annual Maintenance of the Project Management System on the Salesforce platform;
   - Grant management and fund disbursement support for fellowships and research projects;
   - Organisation and coordination of colloquia, conclaves, and stakeholder events;
   - Creation and management of industry and stakeholder databases, including bulk messaging and email communication systems;
   - Interfacing scientific institutions and liaising with national and international stakeholders;
   - Preparation of reports, presentations, and decision-support documents; and
   - High level of proficiency in MS Office (Word, Excel, PowerPoint) and related automation tools.
   - Strong analytical, multitasking, and teamwork capabilities,
   - Excellent written and oral communication skills in English.
   - Knowledge of Salesforce Software and the German language will be added advantage.
   - Any other assignments related to achieving the aims and objectives of IGSTC.

4. **Age Limit:** The age of the candidate should not be more than 35 years at the time of application.

5. **Number of Post:** 01 (tentative).

6. **Mode of selection:** The mode of selection would be through written test followed by a personal interview as deemed appropriate by IGSTC based on the number of applications received.

7. **Date of written test/interview:** The date and time of written test/interview will suitably be communicated to shortlisted/eligible candidates only.

8. **Salary:**
   - Annual consolidated package in the range of Rs. 4,20,000/- to Rs. 9,00,000/- depending upon qualifications, experience and performance in interview / written test.
   - Medical insurance policy as per IGSTC policy.
   - Communication charges as per IGSTC policy.

9. **Nature of position**: The position is purely contractual initially for 2 years as per IGSTC norms with scope of extension on yearly basis depending upon the annual evaluation of performance and appraisals. The engagement is purely on a contractual/temporary basis and does not provide guarantee any claim for regular appointments in the organization.

10. **General Instructions for the Applicants:**
    - Applications received after the closing date or not in prescribed application format or received incomplete in any respect are liable to be summarily rejected. No representation against such rejections will be entertained.
    - No TA/DA for attending interview or joining the position will be permitted.
    - IGSTC reserves the right to withdraw this position and advertisement at any time without any notice.
    - IGSTC reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process until the validity date of the panel of recommended candidates in the main list or waiting list. IGSTC also reserves the right to cancel the recruitment without assigning any reason.
    - The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. IGSTC may restrict the number of candidates to be called for interview through a shortlisting process based on a well-defined criterion which may include possession of desirable qualifications and / or prescribed in the advertisement and / or qualifications /age limit in a particular field as per the specific requirements of IGSTC. No correspondence will be entertained by candidates who are not called for interview. Canvassing in any form will result in disqualification of the candidate.
    - Only shortlisted applicants will be contacted for further processing. IGSTC reserves the right not to hire anyone or re-advertise if a suitable person is not found for the position. IGSTC decision will be final and no communication in this regard will be entertained in any manner.
    - All recruitments will be made purely based on qualifications, merit, and aptitude of the candidates as per IGSTC rule positions.
    - The decision of the interview panel/committee shall be final and binding.
    - The appointment is governed by IGSTC HR Policy applicable to Non-Core (Program Staff).

11. **How to Apply:** To apply, please send an email to recruitment.igstc@igstc.org with the following documents**.**
   - Application in the prescribed format
   - Brief CV (limit to 2 pages only)

Application submission deadline: 31st January 2026.

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Application Form for Position of Program Associate at IGSTC

(A) PERSONAL PARTICULARS

Post Applied for	
Name in full (in Block Letters)	
Gender (Male/Female)	
Marital Status	
Date of Birth (dd/mm/yyyy)	
Nationality	
Present Address with PIN code	
Permanent Address (if different from that indicated above)	
Email address	
Mobile Number	
Telephone Number (Residence)	
Computer Skills (level of proficiency in MS Office/Excel / Power Point etc.)	
Language(s) known: For each language, please indicate the following: • Level: Read/Write/Speak/Understand • Proficiency: Limited/Workingknowledge)	
Any other additional skills	

(B) EDUCATION: List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level of education to be indicatedfirst).

Degree / Certificate / Diploma	Year of completion	School/ Institute/University & Location	% Marks/Grade	Main subject	Mode: Regular/Distance/Open/Online

(C) EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had.

Period of Employment From – To (dd/mm/yyyy)	Organisation Name & Address	Position Held / Functional Title	Salary last drawn	Description of your duties and related accomplishments

(D) Two References with name, title, address, email and phone number:

1.	
2.	

"INSTRUCTIONS: Please answer each question clearly and completely. Read carefully and follow all directions. This application is in Word Format and the Number of rows may be increased to accommodate additional information in the tables".

Declaration and Certificate:

I certify that the information I have provided in the present document is complete and correct to the best of my knowledge. In case any of the information provided by me is found to be incorrect or suppressed, my candidature is liable to be rejected or terminated at any stage during or after the selection process.

Attach your photograph in .jpeg format within the space (not mandatory)

Date: Signature of Applicant:

Place: Name of Applicant: