

Institute of Infrastructure, Technology, Research And Management

Date: 27/01/2023

Advertisement for Office Executive

Name of Post	Office Executive
No. of Posts	04
Consolidated Monthly Pay	Rs. 30000 to Rs. 50000 per month based on the experience and credentials of the candidate
Tenure	1 year contractual with a possibility to extend depending on the performance
Experience	Minimum 3 years after Master Degree/CA and Minimum 5 years after Bachelor Degree
Educational Qualifications	M.B.A. / M.Com with at least 60% marks or C.A. (after graduation) with at least 55% marks OR Bachelor Degree with at least 60% marks (on a 10.0-point scale)
Age Limit	32 years as on last date of submission of application <i>05 years age relaxation for reserved category candidates</i>

How to Apply:

The online application should be made on <https://iitram.ac.in/career> only and candidates are required to fill out the online form only.

Deadline:

The deadline for filling up the form is **16th February 2023 by 5:00 pm IST.**

Contact if you have any queries in filling up the form:

Institute of Infrastructure, Technology, Research and Management,
Maninagar East, Khokhra Circle,
Ahmedabad- 380026
Email: office@iitram.ac.in

Selection Procedure:

- Based on applications received, a merit list of qualified candidates will be prepared.
- For a particular post, about 3 times no. of candidates will be called for personal interviews and/or written tests. Candidates will be selected as per their performance in the interview and/or interview.
- Shortlisted candidates will be informed via e-mail. The list of shortlisted candidates will be available on the Institute website in due course time.