

Institute of Infrastructure, Technology, Research And Management (IITRAM), Ahmedabad

Date: 08/03/2019

- The Institute invites applications for the post of Registrar and Assistant Registrar

Posts, Minimum Educational Qualifications and Experience

1.	Name of Post	Registrar
2.	Number of Posts	01
3.	Scale of Pay (Grade Pay, Band Pay)	PB-4 (Rs. 37400-67000) with Grade Pay Rs. 10,000/- (Un revised)
4.	Method of Recruitment	Deputation (including short term contract) for a period of 5 years or as fixed by Government of India and Gujarat by orders issued in this regard from time to time. Through open advertisement
5	Age limit	57 Years on the last day of application
5.	Qualification, Experience and other Requirements	<p>Deputation (including short term contract) Officers under the Central / State Government / Universities/ Recognized Research Institute or Institute of National Importance or Government Laboratory or PSU:</p> <p>(i) Holding analogous post or</p> <p>(ii) (a) With at least 3 years' service in the posts in PB-4 with GP Rs. 8700/- as per VI Central Pay Commission or its equivalent</p> <p>(b) Educational Qualification and Experience. Essential: Masters' degree with at least 55% marks or its equivalent from a recognized University / Institute.</p> <p>Experience:</p> <p>(i) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with 3 years experience in educational administration; or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education; or</p> <p>(iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs. 8700/-) or equivalent</p> <p>Desirable:</p> <p>(i) Qualification in the area of Management / Engineering</p> <p>(ii) Experience in computerized administration / legal / financial / establishment matters</p>

1.	Name of Post	Assistant Registrar
2.	Number of Posts	01
3.	Scale of Pay (Grade Pay, Band Pay)	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400
4.	Age limit for direct recruits	Not exceeding 35 years
5.	Educational and other qualifications required for direct recruits	Essential: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Desirable: (i) Qualification in area of Management / Engineering / Law (ii) Experience of working in E-office system (iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance and Accounts)
6.	Experience	Minimum 8 years of experience in relevant area
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational Qualification: No but must possess at least Master's degree in any discipline or its equivalent from a recognized University / Institute
8.	Period of Probation, if any	2 year for direct recruits

*05 years age relaxation for SC/ST/SEBC category candidates

• **Please note that cut-off date for considering experience and age will be 31/03/2019.**

How to Apply:

Apply online through website www.iitram.ac.in latest by **10/4/2019** and send the hard copy of the application with documents at the address mentioned below (without fail) either by Speed Post, Registered Post or through courier services latest by **12/4/2019**. Application will not be considered without hard copies received at the institute. Candidate should send a Non Refundable Demand Draft of Rs. 500 (in case of General Category) and Rs. 250/- (in case of SC/ST/SEBC category) in the name of "Registrar, IITRAM" payable at Ahmedabad (Required at the time of application online). **Demand Draft should be sent for EACH POST separately.**

Mailing Address:

Registrar,

Institute of Infrastructure Technology, Research and Management,

Maninagar East, Khokhra Circle,

Ahmedabad- 380026

Selection Procedure:

- Based on experience and applications received, a merit list of qualified candidates will be prepared.
- **No separate letters will be sent for interview. Candidates shortlisted will be sent SMS and e-mail. List of shortlisted candidates will be available on Institute website in due course of time.**