



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026

Advertisement No.: 14/2022

Last date for submission of filled-in applications through ONLINE portal: **30 September 2022 (Till 17:00 hrs)**. Last date for submission of duly signed hard copy of the online application along with supporting documents: **07 October 2022**.

Sr. No.	Position/ Number of Posts/ Salary	Required Qualification, Experience & Age Limit
1.	<p>Deputy Registrar Vacancy: 01 (only on Deputation) Minimum Pay: Rs.78,800/- in Pay Level 12 (Rs.78,800-2,09,200) as per 7th CPC.</p>	<p>Minimum Qualification: - Postgraduate degree with at least 55% marks or its equivalent. Two years degree/ diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree.</p> <p>Minimum Experience: - 09 years, in post(s) in Academic Pay Level 10 or its equivalent grade and above with experience in academic, financial, legal, and general administration OR Comparable administrative experience in research establishments and/or other institutions of higher education OR - 5 years of administrative experience as Assistant Registrar in Pay Level 10 or in an equivalent post.</p> <p>Desirable: - Experience in computer-based Finance & Accounts/ Audit/ Academics/ Purchase & Stores/ Establishment/ Personnel & HR/ General Administration.</p> <p>Deputation: - Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance: - holding analogous post or - with at least five years regular administrative service in posts with Pay Level 10 or above.</p> <p>Age limit: 55 years as on last date of submission of application</p>

2.	<p>Assistant Registrar Vacancy: 03</p> <p>(01 post on Deputation basis and 02 posts [both UR] on Direct Recruitment Basis)</p> <p>Minimum Pay: Rs. 56,100/- in Pay Level 10 (Rs.56,100-1,77,500) as per 7th CPC.</p>	<p>Minimum Qualification:</p> <ul style="list-style-type: none"> - Postgraduate degree with at least 55% marks or its equivalent grade with good academic record. - Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree. <p>Minimum Experience:</p> <ul style="list-style-type: none"> - 08 years of relevant experience with at least 03 years of work experience in a senior supervisory capacity (Pay Level 07 or more) in areas of accounts/ audit/ general administration/ finance/ legal matters/ administration of academic and examination affairs in institution of higher learning or in comparable government/ private organizations. <p>Deputation:</p> <ul style="list-style-type: none"> - Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance: - holding analogous post or - with at least three years regular administrative service in posts with Pay Level 07 or equivalent <p>Age limit: 45 years for Direct Recruitment and 55 years for Deputation, as on last date of submission of application</p>
----	--	---

General Conditions:

The duly signed hard copy of the completed application(s) submitted through ONLINE portal must reach “**I/c. Registrar, Institute of Infrastructure, Technology Research And Management, Khokhra Circle, Maninagar (E), Ahmedabad-380026**” on or before date as stated above along with all necessary enclosures including application fee of Rs. 500/- (Rs. 250 for SC, ST and SEBC) (through Non- Refundable Demand Draft in original in the name of "Registrar, IITRAM) and “No objection Certificate”, wherever applicable. The envelope containing the application should be super-scribed “**Application for the post of Deputy Registrar or Assistant Registrar**”.

Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.

Candidates applying against Deputation posts are required to submit their APAR gratings of last five years duly authenticated by the employer.

Those in employment must apply through proper channel or submit “No Objection Certificate” from the concerned employer. However, an advance copy may be sent so as to reach to the Mailing address: “**I/c. Registrar, Institute of Infrastructure, Technology Research And Management, Khokhra Circle, Maninagar (E), Ahmedabad-380026**” by the last date. The Institute will not be responsible for any postal delay in delivering the hard copy of the application of any candidate.

It is to be noted that possession of mere eligibility conditions shall not entitle a person for consideration of the Selection Committee. The decision of the Screening Committee, appointed for the purpose of short-listing the candidates from amongst the total number of applications received, shall be binding on all. Incomplete applications or applications received after the last date of submission or without the application fee shall not be considered.