

# **Institute of Infrastructure, Technology, Research And Management**

Date: 27/01/2023

## **Advertisement for Office Executive (Academic Program)**

### **Key Responsibilities**

- UG and PG admission related process
- Course Registration (UG & PG)
- Fees related (Generation, refund, etc.)
- Data management
- Documentation
- Any other task given by the Institute.

### **Essential Qualifications:**

- M.B.A with at least 60% marks

### **Desired Qualifications:**

- Experience in the management of academic administration at an university level / prominent Institute level

### **Experience:**

- Minimum 2 years after Qualifying Degree

### **Duration:**

- 1 year contractual with a possibility to extend depending on the performance

### **Salary:**

- Rs. 30000 to Rs. 50000 per month based on the experience and credentials of the candidate

### **Age Limit:**

- 32 years as on last date of submission of application  
*05 years age relaxation for reserved category candidates*

**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.