



INDIAN INSTITUTE OF TEACHER EDUCATION

A State Public University Established by Government of Gujarat

ભારતીય શિક્ષણ પ્રશિક્ષણ સંસ્થાન

Advt. No.02/2024

Information Brochure for various Teaching and Administrative Positions Engagement Purely Temporary/ Adhoc basis on 11 month Contract

Online Application Schedule:

Date of commencement of online application	29/06/2024
Last date for Online Application	08/07/2024
Information Brochure	www.iite.ac.in
Live link for Online Application	https://jobportal.iite.ac.in/jobs-iitejobportal.php
Online Application Processing Fees	Rs. 500

Details of Teaching Positions:

Sr. No.	Position	Subject/Area	Nature of Engagement	No. of Positions	Fix Monthly Remuneration Rs.
T1	Assistant Professor	Teacher Education	Full Time	7	50,000
T2		Arts and Education	Full Time	2	
T3		Physical Education	Full Time	2	
T4		Psychology	Full Time	1	
T5		Sanskrit	1-Full Time 1-Part Time	2	
T6		English	Full Time	3	
T7		Hindi	1-Full Time 1-Part Time	2	
T8		Botany	Full Time	1	
T9		Chemistry	Full Time	3	
T10		Maths	Full Time	1	
T11		Physics	Full Time	2	
T12		Zoology	Full Time	1	
T13		Political Science	Part Time	1	
T14		Economics	Part Time	1	
T15		Gujarati	Part Time	1	
T16		Geography	Part Time	1	

Details of Administrative Positions:

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
A1	Personal Secretary to Vice Chancellor	1	32500
A2	Personal Secretary to Registrar	1	32500
A3	Medical officer	1	36000
A4	Receptionist	1	22000
A5	Technical Assistant	1	18000
A6	Laboratory Assistant	3	20000
A7	Junior Clerk	9	22000
A8	System analyst	1	34000
A9	Computer Programmer / Network Engineer	1	34000
A10	Public Relation cum Publication Officer	1	34000
A11	Librarian	1	50000
A12	Library Assistant	2	28000
A13	Accountant Supervisor	1	40000
A14	Graphic Designer	1	34000
A15	Assistant Civil Engineer	1	34000

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
A16	Account Assistant	1	22000
A17	Research Advisor	1	40000
A18	Statistical Analyst	1	25000
A19	Director (Training)	1	125000
A20	Director (Research)	1	125000
A21	Deputy Director (Training)	1	50000
A22	Training Officer	3	34000
A23	Extension Officer	1	34000
A24	Research Officer	1	34000
A25	Cameraman	1	25000
A26	Editor	1	25000
A27	Cameraman cum Photographer	1	25000

General Instructions:

- These positions are purely temporary/adhoc and on contractual basis for 11 months No Other benefits will be given.
- Do not send a Hard Copy of Application and other documents to the University.
- If necessary, an elimination test will be arranged for any or all of the positions mentioned.
- Last date of online submission of application is **08/07/2024, 11:59 PM**
- Applicants are advised to submit the application/s to the University well in advance without waiting for the last date to avoid any delay due to other unforeseen events or circumstances.
- Eligible candidates will be communicated for the further process via email.
- Tentative dates for further recruitment process of eligible candidates between **09/07/2024 to 16/07/2024.**
- Candidate has to submit his/her necessary documents i.e. qualification, experience, caste, age, other documents along with the print out of application form duly signed and fees receipt by the e-mail (recruitment@iite.ac.in). Please bring one photocopy of the same at the time of interview and submit at the office.
- Last date for document submission through e-mail (on recruitment@iite.ac.in) is **08/07/2024, 11:59 PM**
- Application form and related information are available on the University website www.iite.ac.in.
- The subject mentioned above may vary as per actual subject workload in particular subject, IITE shall have right to fill or to alter or not to fill any of the position accordingly.
- Candidates are requested to visit the University website www.iite.ac.in regularly for updates, if any.
- The Submission of application form is acceptable only through online mode.
- Please use CAPITAL LETTERS for filling the form.
- Applications incomplete in any respect will not receive any consideration at all.
- Candidates must pay an online application fee Rs. 500 (Including 18% GST) for each position. The online application processing fee is non-refundable, and no inquiries will be entertained in this regard by the University.
- Incomplete applications in any respect will not be considered and no correspondence will be made in this regard.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, the University reserves the right to modify/ withdraw/ cancel the candidature of such candidates.
- The Number of positions advertised may be treated as tentative. The University shall have the right to increase/ decrease the number of positions at the time of interview/ selection and make appointments accordingly.
- Canvassing in any form on behalf of any candidate will lead to disqualification of such candidates.
- Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES.
- Qualification and Experience will be reckoned as on the last date of submission of online application.

- The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/ her for being called for the further process. The University will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- No TA/DA will be paid for attending the interview/Written test/Skill test.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice Chancellor of IITE shall be final.
- Interview will be commenced either physical or online mode.
- The candidates must reach 1 hour before the scheduled interview time for their respective subject. (Only in case of Physical interview).
- Feel free to send Email (recruitment@iite.ac.in) for any query related to this process.
- The Place of Interview will be:

Indian Institute of Teacher Education,
Ramakrushna Paramhans Vidya Sankul,
Near Mahatma Mandir, Sector-15, Kh-Road,
Gandhinagar (Gujarat)-382016.

Contact Information:

Phone No : 079-23243733/34
Contact hours : 11:00 a.m. to 5:00 PM during working days.
E-mail : recruitment@iite.ac.in
Website : www.iite.ac.in

Date: 28.06.2024

Registrar, IITE

Eligibility Criteria for Contractual Teaching Positions:

Name of the Position	Assistant Professor – Teacher Education
Minimum Educational qualifications and experience	<ul style="list-style-type: none">• Post Graduate Degree with minimum 55% of Marks in the discipline relevant to area of specialization. (MSc or MA or MCom with minimum of 55% of Marks)• Post Graduate Degree in Education (MEd/MA in Education) with minimum of 55% of Marks.• NET or GSET cleared in Education or PhD in Education.

Name of the Position	Assistant Professor – Psychology
Minimum Educational qualifications and experience	<ul style="list-style-type: none">• Post Graduate Degree in Psychology with minimum 55% of Marks in the discipline relevant to area of specialization• Post Graduate Degree in Education (MEd/MA in Education) with minimum of 55% of Marks• NET or GSET cleared in Education/Psychology or PhD in Education/Psychology

Name of the Position	Assistant Professor – Sanskrit Assistant Professor – English Assistant Professor – Gujarati Assistant Professor – Hindi Assistant Professor – Botany Assistant Professor – Chemistry Assistant Professor – Maths Assistant Professor – Physics Assistant Professor – Zoology Assistant Professor – Political Science Assistant Professor – Economics Assistant Professor – Geography
Minimum Educational qualifications and experience	<ul style="list-style-type: none">• Post Graduate Degree with minimum 55% of Marks in the discipline relevant to area of specialization. (MSc or MA or MCom with minimum of 55% of Marks)• Graduate Degree in Education BEd with minimum of 55% of Marks.• NET or GSET cleared or PhD in in the discipline relevant to area of specialization. <p>Desirable:</p> <ul style="list-style-type: none">• M.Ed. or M.Ed. with specialization• PhD in Education

Name of the Position	Assistant Professor – Arts and Education
Minimum Educational qualifications and experience	<ul style="list-style-type: none">• Post Graduate Degree in Performing Arts and/or Fine Arts with minimum of 55% of Marks.• NET or GSET cleared (if it is conducted) or PhD in discipline relevant to specialization.

Name of the Position	Assistant Professor – Physical Education
Minimum Educational qualifications and experience	<ul style="list-style-type: none">• Post Graduate Degree in Physical Education (MPE) with minimum of 55% of Marks.• NET or GSET cleared or PhD in discipline of Physical Education

Eligibility Criteria for Contractual Administrative Positions:

Name of the Position	Personal Secretary to Vice Chancellor
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	Any Post Graduate Degree with minimum 50% marks or equivalent grades from a recognized University OR Any Graduate Degree with minimum 50% marks or equivalent grades with 7 years of experience in a University/ Higher Education Institution/ Research establishment/ Central/ State Government / PSU Desirable: <ul style="list-style-type: none"> • Basic knowledge of computer • Proficiency and good communication skills in English and Gujarati.
Job Description	<ul style="list-style-type: none"> • To provide a confidential and professional personal assistant support service to the Vice-Chancellor. • To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments • To arrange and coordinate appointments and meeting for the Vice-Chancellor • Preparation of all correspondences and other documentation as may be requested by the Vice-Chancellor from time to time. • Assisting the Vice-Chancellor of impending internal and external work. • To make all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies • To respond accurately and efficiently to enquiries for the Vice-Chancellor and his/her deputies, using own initiative and to liaise effectively with internal and external contacts. • Independently handle research, confidential, controversial and restricted data other material as required by the Vice-Chancellor and his deputies for various projects. • Preparing and maintain reports and records for the meetings, visits and other activities of the Vice-Chancellor • To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior University Officers.

Name of the Position	Personal Secretary to Registrar
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	Any Post Graduate Degree with minimum 50% marks or equivalent grades from a recognized University OR Any Graduate Degree with minimum 50% marks or equivalent grades with 7 years of experience in a University/ Higher Education Institution/ Research establishment/ Central/ State Government / PSU Desirable: <ul style="list-style-type: none"> • Basic knowledge of computer • Proficiency and good communication skills in English and Gujarati.
Job Description	<ul style="list-style-type: none"> • To provide a confidential and professional personal assistant support service to the Registrar • To maintain daily schedules and co-ordination of the Registrar's commitments • To arrange and coordinate appointments and meeting for the Registrar • Preparation of all correspondences and other documentation as may be requested by the Registrar from time to time. • Assisting the Registrar of impending internal and external

	<p>work.</p> <ul style="list-style-type: none"> • To make all logistical arrangements, including travel, for the Registrar his/her deputies • To respond accurately and efficiently to all enquiries for the Registrar and his/her deputies, using own initiative and to liaise effectively with internal and external contacts. • Independently handle research, confidential, controversial and restricted data other material as required by the Registrar and his deputies for various projects. • Preparing and maintain reports and records for the meetings, visits and other activities of the Registrar • To appropriately execute any other duties as directed by the Registrar, or other senior University Officers.
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Name of the Position	Medical Officer
Age Limit	No age limit
Minimum Educational qualifications and experience	<p>Degree of MBBS from a recognized University and registered in State Medical Register or Indian Medical Register.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Post Graduate qualification, preferably MD in General medicine. • Experience not essential but preference will be given to candidates having Experience.
Job Description	<ul style="list-style-type: none"> • At least 3 visits of 2 hours in a week • Special Visit in case of emergency (Honorarium as decided by the Vice Chancellor will be paid for such visit) • Medical Checkup of all staff and students at the start of new semester • Medical Camp and Lecture of Health/Fitness as and when organized

Name of the Position	Receptionist
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<p>Any Graduate Degree with minimum 55% marks or equivalent from a recognized University</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant Experience of 2 years • Basic knowledge of computer • Proficiency in English & good communication skills.
Job Description	<ul style="list-style-type: none"> • To operate a Reception area • To act as a point of contact for the University for all enquiries either by telephone, email or face to face • To liaise, interact and provide information to students, staff, parents, visitors and other stakeholders • Managing and updating general University Inward and Outward Registers, Accepting all posts, couriers and parcels of the University • Ability to undertake a wide range of clerical, administrative and general duties. • Perform any other work/duties as and when assigned by the University

Name of the Position	Technical Assistant
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<p>Diploma or equivalent degree/certificate from a recognized University OR Certificate from ITI with 5 years of experience in a University/ Higher</p>

	Education Institution/ Research establishment/ Central/ State Government / PSU Desirable: <ul style="list-style-type: none"> • Basic knowledge of computer and other general office equipment
Job Description	<ul style="list-style-type: none"> • Technical assistance and support to all Centre and Branches • Installing, maintaining, and troubleshooting electrical and other equipment • Support for maintaining continuous power supply on campus • Taking safety measures on campus • Regular check-up and submitting report for it • Check-up and measures for fire and other hazardous • Training of staff and student for safe use of electrical and other equipment/systems on the campus • Maintaining drawings/charts for installation, maintenance and safe use of electrical and other equipment/systems on the campus • Perform all other related duties as assigned

Name of the Position	Laboratory Assistant
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • B.Sc. with Physics /Chemistry /Botany/ Any subject of Life Sciences with 50% Marks or Equivalent Grade form any recognized University Desirable: <ul style="list-style-type: none"> • M.Sc. in concerned subject
Job Description	<ul style="list-style-type: none"> • To assist students and faculty in conducting practical and experiments. • Preparation for practical before or during the practical as per the requirement. • To maintain dead stock and register of consumable materials and to undertake physical stock verification of Laboratory materials. • To maintain departmental files and records. • To assist the Head/ In-charge of Laboratory in purchase and procurement of Laboratory materials • To assist the HoD/ In-charge of Laboratory in routine administrative matters and to ensure that the Laboratory facilities are not misused by any person. • To report about breakages/losses in Laboratory to Head • To report to the Head about misbehavior inside the laboratory • To oversee maintenance of live specimens /preserved specimens/ instruments/ glassware etc. in Laboratory • To perform any other work/duties as and when assigned by the Director/Head

Name of the Position	Junior Clerk
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Any Bachelor Degree with 50% Marks or Equivalent Grade from any recognized University Desirable: <ul style="list-style-type: none"> • Basic Computer Literacy and proficiency in computer operations • English and Gujarati typing ability
Job Description	<ul style="list-style-type: none"> • All administrative matters under Branch/Centre/ Department • Accepting letters, files, parcel for Branch/Centre • Creating and Maintaining files/data/registers, writing office notes, letters, emails, office orders, distribution of letters, External and Internal Correspondence

	<ul style="list-style-type: none"> • Matters pertaining to payments, advertisement, tenders/contract/AMC/purchase • Responding to letter and emails for Branch/Centre • Meeting Management • Any other work assigned by Director/Head/Officer of the University
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Name of the Position	System Analyst
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • PG Degree in IT/ Computer Application/ Computer Science from UGC recognized institutes/ Universities with at least 50% marks or equivalent grade. <p>OR</p> <ul style="list-style-type: none"> • Bachelor Degree IT/ Computer Application/ Computer Science from UGC recognized institutes/ Universities with at least 50% marks or equivalent grade. • 5 years of experience of similar work profile <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working on Educational Resource Planning System
Job Description	<ul style="list-style-type: none"> • ERP Management, Training of Staff and Co-ordination • E-Samarth Implementation, Training and Management • Implementation and Handling of various projects like NAD, ABC, etc. • Documentation, Communication, Troubleshooting for ERP and various projects • Website updating and Management, Renewal, Website resource management • Creating and managing University Emails IDs • Maintaining data and generating reports for all these projects

Name of the Position	Computer Programmer / Network Engineer
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA with at least 50% marks or equivalent grade from any recognized University <p>OR</p> <ul style="list-style-type: none"> • B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering with at least 50% marks or equivalent grade from any recognized University • 5 years of experience of similar work profile
Job Description	<ul style="list-style-type: none"> • Handling Computers in Laboratory • Maintaining reports for IT and Computer Equipment • Managing Data Centre • Software Facilitator • E-Waste Management • Assessment of need and managing for IT infrastructure for staff and students • Assisting Head in procurement and procedure for IT Infrastructure and Equipment, preparing specification for IT Equipment, GeM purchase for IT equipment • Maintaining Files, records, registers and reports for IT Branch • IT Maintenance, troubleshooting, managing for repairs and refilling

Name of the Position	Public Relation cum Publication Officer
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> PG Degree in Mass Communication or Journalism with at least 55% marks or equivalent grade from any recognized University Desirable: <ul style="list-style-type: none"> 2 years of Experience in similar capacity
Job Description	<ul style="list-style-type: none"> Responsible for managing the public image and reputation of the University. Prepare IITE Roadmap, Represent IITE at different level, Coordinate the activity related to the public, Government etc. Content Writing for IITE, Media Management, Creativity and Critical Thinking, Social Media and Presentation Preparation Maintain relationships with members of the media, including journalists, reporters, editors, and producers. Build and maintain positive relationships with key stakeholders, including government agencies, community leaders, business partners, and advocacy groups Create content for press releases, articles, blog posts, social media posts, and other communication materials. Managing publication projects from inception to completion, collaborating with authors, editors, designers, and printers to produce high-quality publications that meet organizational standards and objectives. Coordinating the review process, managing publication schedules, and promoting publications to target audiences. Provide editorial assistance to authors and contributors Review manuscripts for clarity, consistency, accuracy, and adherence to style guidelines, making revisions as needed to ensure publication quality. Develop promotional strategies and materials to increase the visibility and impact of publications, including press releases, social media posts, and promotional events. Ensure compliance with copyright laws and publication policies, provide guidance about it Perform all other related duties as assigned by the Authorities

Name of the Position	Librarian
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> Master degree in Library Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed NET/ SLET or Ph. D. in Library Science. Five years of experience as an Assistant Librarian or above
Job Description	<ul style="list-style-type: none"> Responsible for the overall management and administration of the University library system. Manage library staff, including training and evaluating personnel to ensure effective library operations. Develop and manage the library budget, allocating resources efficiently to support library services and initiatives. Oversee the selection, acquisition, and organization of print and electronic resources to support the university's curriculum and research programs. Develop and implement collection development policies and procedures, ensuring the library's collections are current, relevant, and diverse. Monitor usage patterns and user feedback to inform collection development decisions. Adoption of innovative technologies to enhance library services.

	<ul style="list-style-type: none"> • Manage the library's integrated library system (ILS) and other technology platforms, ensuring their functionality and reliability. • Provide guidance and support to library users on information retrieval, research methodologies, and citation management tools. • Collaborate with academic departments and faculty to integrate library resources and services into the curriculum. • Promote library resources and services through outreach activities, including workshops, orientations, and promotional events. • Perform all other related duties as assigned by the Authorities
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Name of the Position	Library Assistant
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Bachelor's degree in Library Science or equivalent with at least 55% marks or an equivalent grade from any recognized University <p>Desirable: 2 years of Experience of working in University/HEI Library</p>
Job Description	<ul style="list-style-type: none"> • Provide essential support services in the daily operations of a library • Provide assistance in locating library materials, resources, and services. • Answer inquiries regarding library policies, procedures, and resources, assist for library equipment. • Process issue of books, library cards, books returns • Books arrangement and management • Administrative and clerical work of Library • Creating, updating and maintaining Library records and registers • Routine checkup and maintenance of Library and its resources • Perform all other related duties as assigned by the Authorities

Name of the Position	Account Supervisor
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • M.Com./ M.B.A. (Finance) with at least 50% Marks or Equivalent Grade point from any recognized University with 3 years of experience in University/ Institute/ Government Sector. <p>OR</p> <ul style="list-style-type: none"> • B.Com with at least 50% Marks or Equivalent Grade point from any recognized University with minimum 07 years of experience in University/ Institute/ Government Sector.
Job Description	<ul style="list-style-type: none"> • Compliance with accounting regulations and policies, monitoring budgetary performance, and providing financial support and guidance to stakeholders. • Manage day-to-day financial operations, including accounts payable, accounts receivable, payroll processing, and general ledger entries. • Review and process invoices, expense reports, and reimbursement requests as per university procedures. • Monitor cash flow, bank reconciliations, and financial transactions to ensure accuracy and compliance with internal controls. • Assist in the development and preparation of annual operating budgets for university departments/ centers.

	<ul style="list-style-type: none"> • Work closely with department heads and budget managers to monitor budget performance, track spending, and identify variances. • Prepare budget reports and forecasts, providing analysis and recommendations. • Generate financial reports and statements on a regular basis, including balance sheets, income statements, and cash flow statements. • Compile financial data and analysis for internal stakeholders, University authorities and external auditors as needed. • Maintain records of grant-related expenditures, prepare financial reports, and assist with grant closeout procedures. • Preparation of Formation of Final Accounts. • Perform all other related duties as assigned by the Authorities
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Name of the Position	Graphic Designer
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Bachelor's Degree in Graphic Designing/ Fine Arts OR <ul style="list-style-type: none"> • Bachelor Degree with Certificate in Graphic Designing • Minimum 3 years of Experience in relevant field
Job Description	<ul style="list-style-type: none"> • Responsible for creating visual concepts, designs, and layouts that communicate ideas and messages effectively through various mediums. • Design Conceptualization and Development • Design logos, icons, and other brand assets • Design brochures, flyers, posters, banners, and advertisements • Create digital graphics for social media platforms, website banners, email newsletters, and online advertisements. • Prepare print-ready files for various print materials, including business cards, letterheads, study material, curriculum, University Handbook, Annual Report, Academic Reports • Perform all other related duties as assigned by the Authorities

Name of the Position	Assistant Civil Engineer
Age Limit	Not more than 58 years Any retired expert may be engaged.
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • B.E. (Civil) with at 50 % of marks or equivalent grade from any recognized University. Desirable: 3 years of relevant experience of working in University/ Educational Institute/ Government Department/PSU
Job Description	<ul style="list-style-type: none"> • Planning, execution and support for infrastructure construction and maintenance in University Campus • Design, drawings, plans, models conceptualization and creation, site investigation, feasibility studies as per government and regulatory norms • Prepare construction plans and documents, including bid proposals, contracts, and project schedules. • Coordinate with contractors, subcontractors, and vendors to ensure that construction activities adhere to design specifications, budgets, and timelines. • Monitor construction progress, inspect sites and resolve technical issues or conflicts that may arise during the construction phase.

	<ul style="list-style-type: none"> • Perform quality control checks and field inspections to verify compliance with engineering standards, building codes and safety regulations. • Identify potential hazards and risks on sites and implement measures to mitigate them. • Conduct structural analyses and stability assessments to ensure the safety and integrity of infrastructure. • Incorporate sustainable design practices, such as green infrastructure, renewable energy systems, and water conservation measures into existing infrastructure and new project planning and implementation. • Verification and certification of various bills and payments • Perform all other related duties as assigned by the Authorities
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Name of the Position	Account Assistant
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • M.Com./ M.B.A. (Finance) with at least 50% Marks or Equivalent Grade point from any recognized University <p>OR</p> <ul style="list-style-type: none"> • B.Com with at least 50% Marks or Equivalent Grade point from any recognized University with minimum 03 years of experience in University/ Institute/ Government Sector.
Job Description	<ul style="list-style-type: none"> • Prepare/Update day-to-day financial operations, including accounts payable, accounts receivable, payroll processing, and general ledger entries. • Review and process invoices, expense reports, and reimbursement requests as per university procedures. • Assist in the Internal and Statutory Audit • Receiving Bills and Payments • Maintaining and updating registers • Perform all other related duties as assigned by Head or University Authorities

Name of the Position	Director (Training)
Age Limit	Not more than 58 years Any retired faculty may be engaged.
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • An eminent scholar with Ph.D. qualification(s) and Post Graduate Degree with minimum 55% marks or equivalent grades in any discipline from a recognized University and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers and • A minimum of ten years of teaching experience in University/college, and/or experience in research/training at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level and • Contribution to Educational Trainings, educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven experience in instructional design, curriculum development, and training program management. • Strong leadership and management skills, with the ability to inspire and motivate teams.

	<ul style="list-style-type: none"> • Excellent communication, presentation, and interpersonal skills. • Demonstrated ability to collaborate effectively with cross-functional teams and stakeholders. • Knowledge of adult learning principles, instructional design methodologies, and training evaluation techniques.
Job Description	<ul style="list-style-type: none"> • Develop and implement a comprehensive training strategy aligned with the organization's goals and objectives. • Identify training needs and priorities based on organizational priorities, performance gaps, and emerging industry trends. • Discuss any client training needs when necessary • Approach clients and tailor specific customer training courses to fit their specific requirements. • Monitor the quality and effectiveness of training delivery, soliciting feedback from participants and stakeholders to inform improvements. • Develop and implement mechanisms to assess the impact and effectiveness of training programs. • Collect and analyze data on training outcomes, participant satisfaction, and learning transfer. • Use evaluation results to make data-driven decisions regarding training program enhancements and modifications. • Lead and manage a team of training professionals, providing guidance, support, and professional development opportunities. • Foster a collaborative and inclusive work environment that values innovation, creativity, and continuous improvement. • Establish performance goals and metrics for the training team, holding team members accountable for achieving results. • Meeting with clients to discuss all training requirement • Preparation of Budget, Budget Planning and Allocation • Fund Raising and Fund Management • To ensure quality of each training programme • Perform all other related duties as assigned by the Authorities

Name of the Position	Research Advisor / Facilitator
Age Limit	Not more than 36 years
Minimum Educational qualifications	<ul style="list-style-type: none"> • Any Post Graduate Degree in social sciences with minimum 55% marks or equivalent grades <p>Desirable:</p> <ul style="list-style-type: none"> • PG in Education/ Psychology/ Sociology • Preferable PhD in Education
Minimum Experience Required	3years of experience in research methodology, research paper, data collection and data analysis in higher education institution of relevant discipline
Expected Skills	<ul style="list-style-type: none"> • Knowledge of Educational Research and Publication • Basic Knowledge of Computer • Good command on English
Job Description	<ul style="list-style-type: none"> • Knowledge of research, research proposal preparation, research report writing, data analysis, other related activities

Name of the Position	Statistical Analyst
Age Limit	Not more than 36 years Relaxation in age as per Government of Gujarat Rules
Minimum Educational qualifications	<ul style="list-style-type: none"> • Post Graduate Degree in Statistics, Mathematics or any allied discipline with minimum 55% marks or equivalent grades <p>Desirable:</p> <ul style="list-style-type: none"> • M.Ed. with 55%

Minimum Experience Required	2 years of experience in Data Analysis, Report Analysis, Coordination, Conclusion Findings
Expected Skills	<ul style="list-style-type: none"> • Knowledge of Research and Publication • Basic knowledge of Computer • Good command on English
Job Description	<ul style="list-style-type: none"> • Data entry, data analysis, report writing, executive report, research report, other related activities

Name of the Position	Deputy Director (Training)
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University • At least three years of experience in the relevant field <p>Desirable:</p> <ul style="list-style-type: none"> • Proven experience in training program management. • Strong leadership and management skills, with the ability to inspire and motivate teams. • Excellent communication, presentation, and interpersonal skills. • Demonstrated ability to collaborate effectively with cross-functional teams and stakeholders.
Job Description	<ul style="list-style-type: none"> • Assist the Director of Training in developing and implementing a comprehensive training strategy aligned with organizational goals and objectives. • Build training programmes from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members • Manage the training budget and monitor monthly expenditure reports • Work closely with and influence senior leaders and stakeholders • Budget preparation for each training programme and monitoring • Design and develop training curricula, learning materials, and resources to address identified training needs. • Collaborate with subject matter experts to ensure training content is accurate, relevant, and engaging. • Reports and Documentation • Collaboration and coordination between staff and Universities authorities • Management of all activities of the Centre as per regulations • Perform all other related duties as assigned by the Authorities

Name of the Position	Training Officer
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University • At least Two years of experience in the field of managing training.
Job Description	<ul style="list-style-type: none"> • Management of Training Programme, assist in the planning, coordination, and execution of training programs, • Liaison with various agencies/ Government/ institute • Support the scheduling of training sessions and manage participant registrations and attendance records. • Preparing list of Experts and Inviting them • Experts and Participants Management during programme • Provide logistical support during training sessions, including setting up equipment, distributing materials, and coordinating breaks.

	<ul style="list-style-type: none"> • Assist trainers and subject matter experts in delivering interactive and participatory training activities. • Canvassing/ Branding of the Programme • Collect and compile training evaluation data, including participant feedback and post-training assessments. • Documentation, Report writing, summary of expenditure for programme • Work order to Agencies, Getting Invoices/ Bills for Programmes • Resource Management for Training, Management of Training Material and Training Kits, Mementos for Experts • Perform all other related duties as assigned by the Authorities
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Name of the Position	Director (Research)
Age Limit	Not more than 58 years Any retired faculty may be engaged.
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • An eminent scholar with Ph.D. qualification(s) and Post Graduate Degree with minimum 55% marks or equivalent grades in any discipline from a recognized University and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers and • A minimum of ten years of teaching experience in University/college, and/or experience in research/training at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level and • Contribution to Research in Educational/Behavioural/ Social Sciences, educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven track record of research leadership and management in academia, industry, or a research-focused organization. • Strong understanding of research methodologies, ethics, and best practices. • Excellent communication, negotiation, and interpersonal skills. • Ability to build and maintain collaborative relationships with diverse stakeholders. • Demonstrated success in securing research funding and managing research projects.
Job Description	<ul style="list-style-type: none"> • Develop and implement a strategic vision for research that aligns with the organization's mission and goals. • Identify emerging research trends and opportunities to enhance the organization's research portfolio. • Preparation of Budget, Budget Planning and Allocation, Grant Management • Fund Raising and Fund Management • Develop grant proposals and funding applications, collaborating with researchers and stakeholders • Manage grant budgets and reporting requirements, ensuring compliance with funding agency guidelines. • Creation and Management of Research Proposal and Programmes,

	<ul style="list-style-type: none"> • Monitoring and assess the planning, execution, and evaluation of research projects, • Construction and adoption of Tests and Experiments • Inviting proposals, selection and allocation for Academic Research • Conduction various programmes • Promote the dissemination of research findings through publications, presentations, and other knowledge transfer activities. • Capacity building and quality enhancement of IITE faculty for Research • Establishment and management of Fellowship and Awards for research • Collaborate with researchers, faculty, and other stakeholders to facilitate interdisciplinary research collaborations and partnerships. • Collaboration and partnerships with external organizations, including academic institutions, industry partners, and government agencies. • Facilitate interdisciplinary research collaborations to address complex challenges and advance knowledge in key areas. • Perform all other related duties as assigned by the Authorities
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Name of the Position	Research Officer
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University • At Least Two years of experience in the field of research in educational/behavioral/social science.
Job Description	<ul style="list-style-type: none"> • Management of Research Programmes, Assist in the planning and execution of research projects • Contribute to the development of research protocols • Coordinate research activities, schedules, and timelines • Progress Reports, Records Management for all activities at Centre of Research • Assist in preparing research reports, presentations, and manuscripts summarizing study findings for internal and external dissemination. • Documentation, Reports, Publication and other activities of the Centre • Communicating with all stockholders of the Centre • Provide administrative support to research teams, including scheduling meetings, documentation and managing project budgets. • Maintain research records, files, and databases, ensuring data integrity and compliance with institutional policies and procedures. • Assist in preparing research grant proposals, funding applications, and regulatory submissions as needed. • Management of all activities of the Centre as per regulations • Perform all other related duties as assigned by the Authorities

Name of the Position	Extension Officer
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University • At least two years of experience in the field of educational extension management.

Job Description	<ul style="list-style-type: none"> • Management of Extension Programmes • Develop, coordinate, and implement extension programs and initiatives that address the needs and priorities of target communities and stakeholders. • Identify emerging issues, trends, and opportunities for engagement, and develop strategies to address them through extension activities. • Collaborate with internal and external partners to design and deliver educational workshops, training sessions, and outreach events. • Progress Reports, Records Management for all activities at Centre of Extension Services • Monitor and evaluate the effectiveness and impact of extension programs and activities, collecting data and feedback from stakeholders to assess outcomes and inform program improvements. • Documentation, Reports, Publication and other activities of the Centre • Communicating with all stockholders of the Centre • Management of all activities of the Centre as per regulations • Perform all other related duties as assigned by the Authorities
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Name of the Position	Editor
Age Limit	Not more than 58 years Any retired expert may be engaged.
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Bachelor Degree or Diploma in Film/TV Production, Digital Media, Communications, or a related field. <p>OR</p> <ul style="list-style-type: none"> • Minimum 7 years of experience in Film/TV Production, Digital Media, Communications, or a related field <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in video editing, multimedia production, or instructional design roles in an academic or educational setting. • Proficiency in video editing software, such as Adobe Premiere Pro, Final Cut Pro, or Camtasia. • Knowledge of instructional design principles, learning theories, and pedagogical strategies for online and blended learning. • Excellent communication and collaboration skills, with the ability to work effectively with educators, subject matter experts, and instructional designers.
Job Description	<ul style="list-style-type: none"> • Responsible for editing and producing educational video content for University • Collaborate with educators, instructional designers, and subject matter experts to transform instructional materials, lectures, and presentations into engaging and effective video resources for students and learners. • Edit raw video footage, audio recordings, and multimedia assets to create cohesive and visually engaging educational videos. • Incorporate graphics, animations, text overlays, and other visual elements to enhance instructional content • Collaborate with educators and instructional designers to align video content with curriculum objectives, learning outcomes, and instructional strategies. • Integrate video resources into course materials, learning modules, and online platforms to support blended and online learning environments.

	<ul style="list-style-type: none"> • Conduct quality checks and reviews of video content to ensure accuracy, clarity, and consistency with instructional goals and standards. • Collaborate with subject matter experts and faculty members to verify content accuracy, relevance, and pedagogical effectiveness. • Incorporate feedback and revisions from stakeholders to refine and improve video content throughout the production process. • Provide technical support and training to educators, instructors, and staff members on video production tools, techniques, and best practices. • Explore innovative approaches and tools for creating interactive and immersive video experiences that enhance student engagement and learning outcomes. • Perform all other related duties as assigned by the Authorities
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Name of the Position	Cameraman/ Cameraman cum Photographer
Age Limit	Not more than 58 years Any retired expert may be engaged.
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> • Bachelor Degree or Diploma in Film/TV Production, Digital Media, Communications, or a related field. <p>OR</p> <ul style="list-style-type: none"> • 7 years of experience in videography, photography, Film Production, Digital Media, Communications, or a related field <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in videography, preferably in an academic or institutional setting. • Proficiency in operating professional cameras, lighting equipment, and video/audio recording devices.
Job Description	<ul style="list-style-type: none"> • Responsible for capturing phot and video footage to support the visual storytelling and promotional efforts of University • Responsible for capturing and filming a wide range of events, activities, and educational content, including lectures, seminars, campus tours, research projects, student activities, cultural performances, sports activities and promotional videos. • Capture and Film educational content, instructional videos, and multimedia resources to support online courses, blended learning initiatives, and academic programs. • Collaborate with faculty, instructional designers, and subject matter experts to script, storyboard, and plan video shoots for instructional materials. • Capture engaging footage of classroom lectures, laboratory experiments, fieldwork, and hands-on learning activities to enhance learning experiences for students. • Capture and Film campus tours, facilities showcases, and promotional photos and videos to highlight the physical environment, amenities, and resources available on campus. • Showcase campus buildings, landmarks, libraries, laboratories, and recreational facilities to attract prospective students, faculty, and visitors. • Document research projects, scientific experiments, field studies, and academic collaborations to showcase the institution's commitment to academic excellence and innovation. • Capture visits of important guest, experts • Capture interviews, demonstrations, and presentations by faculty, researchers, and students to highlight their work and achievements.

	<ul style="list-style-type: none">• Collaborate with research centers, academic departments, and funding agencies to produce video content for grant proposals, research publications, and public outreach efforts• Capturing important functions, days celebrations, programs of the IITE• Perform all other related duties as assigned by the Authorities
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