



# भारतीय शिक्षक प्रशिक्षण संस्थान

## INDIAN INSTITUTE OF TEACHER EDUCATION, GUJARAT

A State Public University Established by Government of Gujarat

### ADVERTISEMENT FOR SUPPORT STAFF

#### MALAVIYA MISSION TEACHER TRAINING PROGRAMME UNDER MINISTRY OF EDUCATION, GOVERNMENT OF INDIA

Applications are invited from eligible candidates for the following posts for MMTTC, IITE, Gandhinagar. The appointment will be purely on contractual basis under the MMTTP. Duration and conditions of appointment will be as per UGC, MMTTP Guidelines

#### Detailed Information

The details of the staff members to be hired are as follow:

Sr. No.	Name of the Post	Number of Vacancies	Fixed Monthly Remuneration
1	Project Assistant	01	35,000/-
2	Support Staff	01	22,000/-

- **Date of Advertisement of the Contractual Vacancies:** 13<sup>th</sup> of September 2024.
- **Last Date of the Receipt of Online Application:** 26<sup>th</sup> of September 2024 till 6:00 PM.
- **Duration of the appointment:** The appointment will be initially for 1 Year only subject to extension or renewal based on the performance assessment of the respective staff member/s, and recommendation and approval of the competent authority.
- **Nature of the appointment:** The appointment will be on contract basis only and it is purely temporary in nature.
- **Interested candidates are invited to send a detailed resume along with their application to [mmttc@iite.ac.in](mailto:mmttc@iite.ac.in).**
- For more information about the advertisement, please visit our website at <https://www.iite.ac.in>, where you can also download the application form.

Additionally, please complete the Google Form using the following link

<https://shorturl.at/jatLY>

#### Note:

1. Shortlisted candidates will be intimated by e-mail or Phone for walk in Interview.
2. No TA/DA will be paid for attending the Walk-in-interview.
3. University reserves the right to reject any or all the application without assigning any reasons thereof.

# Eligibility Criteria & Other Details

(A)

Name of the Post	<b>Project Assistant</b>
No. of Post	<b>1(One)</b>
Essential Qualification	<ul style="list-style-type: none"><li>• A Master's Degree in any discipline from any recognised Institute/University.</li><li>• Proficiency in Computer Operation (MS Office), Noting, and Drafting.</li><li>• Language proficiency in Hindi and English &amp; good communication skills</li><li>• Ability to work independently &amp; as part of a team</li></ul>
Consolidated Remuneration per Month(In INR)	Rs. 35,000 /-
Desirable Qualification	<ul style="list-style-type: none"><li>• Past Experience in similar/relevant work area/s</li><li>• Prior experience in similar capacity Computer Knowledge</li><li>• Good Communication skills</li><li>• Preference may be given to candidate with experience and Knowledge of NEP 2020, UGC MMTTC programme &amp; other similar projects.</li><li>• Prior experience in project management, coordination or administrative roles.</li><li>• Knowledge of data analysis tools and techniques.</li><li>• Familiarity with academic or research institutions and their operations.</li><li>• Experience in handling documentation, reporting, and official correspondence.</li></ul>

(B)

Name of the Post	<b>Support Staff</b>
No. of Post	<b>1(One)</b>
Essential Qualification	<ul style="list-style-type: none"><li>• A Bachelor's Degree in any discipline from any recognized University</li><li>• Working knowledge in computer operation (MS Office, E-mail, Bank etc..)</li><li>• Ability to carry out clerical and administrative tasks as needed</li></ul>
Consolidated Remuneration per Month(In INR)	Rs. 22,000 /-
Desirable Qualification	<ul style="list-style-type: none"><li>• Past Experience in similar/relevant work area/s</li><li>• Ability to multitask and assist in day-to-day operational tasks of the project.</li><li>• Knowledge of file management, record-keeping, and basic office equipment.</li></ul>

# General Instructions

1. The hiring on these posts will be on contractual basis only and the appointment will be purely temporary in nature. The selected candidates shall have no right to claim for regularization in the University.
2. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview.
3. Wherever the number of applications received in response to an advertisement is considerably more and in case it does not seem feasible or convenient to interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of merit in terms of the qualifications, and experience higher than the minimum prescribed for the post.
4. The process of selection may include a Skill Test/Presentation/Interview or a combination of all if required.
5. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false or incorrect, the responsibility and liability shall lie solely with the candidate and the candidature of such candidate will be rejected even after the selection.
6. Before applying for a position, applicants are advised to go through the advertisement carefully and check their eligibility. No enquiry in this regard will be entertained.
7. The applicants are advised to check the university website regularly for updates.
8. Canvassing in any form will be treated as disqualification.
9. Incomplete applications in any respect shall be summarily rejected.
10. The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication to the applicant or hiring made in this regard.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. If the service of any candidate is not found satisfactory, his/her services may be terminated without assigning any reason to him/her.
14. All candidates must possess a valid ID to be allowed to appear in the Walk-in-Interview.
15. University will not provide any Travelling Allowance or Accommodation to the candidate for attending the interview.
16. University will not provide any accommodation to the hired candidates. Candidates will have to arrange the accommodation at their own and university will not reimburse/pay any HRA.
17. In case of disputes/suits or legal proceedings against the University, the Jurisdiction shall be confined to the Gujarat State only.

## Contact Persons

**Vaishali Chauhan (9426513998), Milan Jani (9824825835)**