



INDIAN INSTITUTE OF TEACHER EDUCATION

A State Public University Established by Government of Gujarat

ભારતીય શિક્ષણ પ્રશિક્ષણ સંસ્થાન

Advt. No.04/2024

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

Walk-In-Interview

Schedule:

Date of Walk-In-Interview	25/09/2024
Information Brochure	www.iite.ac.in

Details of Teaching Positions:

Sr. No.	Position	Subject/Area	Nature of Engagement	No. of Positions	Fix Monthly Remuneration Rs.
T5	Assistant Professor	Sanskrit	1-Full Time 1-Part Time*	2	50,000/-

* Part-time Positions shall be on numbers of days weekly and the remuneration shall be on pro rata basis compared to full-time positions.

Details of Administrative Positions:

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
A8	System analyst	1	34000/-
A9	Computer Programmer / Network Engineer	1	34000/-
A16	Account Assistant	1	22000/-
A17	Research Advisor	1	40000/-
A18	Statistical Analyst	1	25000/-
A20	Director (Research)	1	125000/-
A22	Training Officer	1	34000/-
A23	Extension Officer	1	34000/-
A24	Research Officer	1	34000/-
A27	Cameraman	1	25000/-

General Instructions:

- These positions are purely temporary/adhoc and on contractual basis for maximum 11 months (up to 31.05.2025). All teaching positions will be up to last date of even semester for the AY 2024-25. No Other benefits will be given.
- Date of Walk-in-interview is 25.09.2024.** Candidates have to report at IITE Campus, Sector 15, Gandhinagar as per scheduled given below. Candidates have to remain present physically on prescribed date and reporting time. Request for change in date or time or online interview shall not be entertained in any case.

Sr. No.	Post Code	Position	Reporting Time
1	T5	Assistant Professor – Sanskrit	10.00 am
2	A8	System analyst	10.00 am
3	A9	Computer Programmer / Network Engineer	10.00 am
4	A16	Account Assistant	11.00 am
5	A17	Research Advisor	12.00 pm
6	A18	Statistical Analyst	12.00 pm
7	A20	Director (Research)	01.00 pm
8	A22	Training Officer	02.00 pm
9	A23	Extension Officer	02.30 pm
10	A24	Research Officer	01.30 pm
11	A27	Cameraman	03.00 pm

- Application form and related information are available on the University website www.iite.ac.in.
- It is Compulsory to bring the Original Documents at the time of Walk-in Interview, along with duly Filled Application Form with the one Sets of Photocopies.
- Candidate appearing for interview of more than on posts shall submit duly Filled Application Form with the one Sets of Photocopies for each post.
- Do not send a Hard Copy of Application and other documents to the University.
- IITE shall have right to fill or to alter or not to fill any of the position accordingly.
- Candidates are requested to visit University website www.iite.ac.in regularly for updates, if any.
- Please use CAPITAL LETTERS for filling the form.
- Incomplete applications in any respect will not be considered and no correspondence will be made in this regard.
- Candidate with relevant experience may be given relaxation in the upper age limit for the post applied.
- Applicant may be considered suitable for the post considering qualifications of the Government for the post applied.
- During the process of the Interview, if no suitable candidate found among the present eligible candidates by the Committee, the Committee may consider any other present candidate for the interview and may recommend for the engagement on that position.
- If candidate applies for one post and at the time of scrutiny or selection process and is found eligible for lower position, he may be given opportunity for this lower post if he is selected and he gives his willingness for the same.
- 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.
- Qualification and Experience will be reckoned as on the date of walk-in-interview.
- The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/ her for being allowed for further process.
- No TA/DA will be paid for attending the interview.
- 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 conducted in physical mode only.
- The candidates must reach at prescribed reporting time for their respective position.
- 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, Kh-5 Circle,
Gandhinagar (Gujarat)-382016.

Contact Information:

Phone No : 079-23243733/34, 9978400697
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: 21.09.2024

Registrar, IITE

Eligibility Criteria for Contractual Teaching Positions:

Name of the Position	Assistant Professor – Sanskrit
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. • 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

Eligibility Criteria for Contractual Administrative Positions:

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	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 OR <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	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 Desirable: <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 Desirable: <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	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. • 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.

	<ul style="list-style-type: none"> • 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, • 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

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.

	<ul style="list-style-type: none">• 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.• 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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