



INDIAN INSTITUTE OF TEACHER EDUCATION

A State Public University Established by Government of Gujarat

ભારતીય શિક્ષણ પ્રશિક્ષણ સંસ્થાન

Advt. No.05/2024 (Revised)

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

Walk-In-Interview

Schedule:

Date of Walk-In-Interview	12/12/2024
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	Full time	1	50,000/-
T9	Assistant Professor	Chemistry	Full Time	1	50,000/-

Details of Administrative Positions:

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
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/-
A27	Camerman	Interview for this post is cancelled, no need to apply now.	
A7	Junior Clerk	3	22000/-
A6	Laboratory Assistant (For Chemistry subject only)	1	20000/-

General Instructions:

- These positions are purely temporary/adhoc and on contractual basis up to end of academic year 2024-25 or up to 31.05.2025. No Other benefits will be given.
- **Date of Walk-in-interview is 12.12.2024.** 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. Online interview may be allowed on request from the candidates, but request for online interview shall not be allowed for posts with code no. A6 and A7 in any case.

Sr. No.	Post Code	Position	Reporting Time
1	T5	Assistant Professor (Sanskrit)	11.00 am
2	T9	Assistant Professor (Chemistry)	12.00 pm
3	A17	Research Advisor	12.00 pm
4	A18	Statistical Analyst	12.00 pm
5	A20	Director (Research)	11.00 am
6	A22	Training Officer	01.00 pm
7	A23	Extension Officer	02.00 pm
8	A7	Junior Clerk	10.30 am
9	A6	Laboratory Assistant	11.30 am

- Application form and related information are available on the University website www.iite.ac.in.
- Do not send a Hard Copy of Application and other documents to the University before date of the interview. Candidate has to submit his/her necessary documents i.e. qualification,

experience, caste, age and other documents along with the photocopy of filled application form on the e-mail (recruitment@iite.ac.in) before 12.12.2024.

- It is Compulsory to bring the Original Documents at the time of Walk-in Interview, along with duly Filled Application Form and one set of Photocopies.
- Candidate appearing for interview for more than one posts shall submit duly Filled Application Form with the one Sets of Photocopies for each post.
- 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: 02.11.2024

Registrar, IITE

Eligibility Criteria for Contractual Teaching Positions:

Name of the Position	Assistant Professor – Sanskrit Assistant Professor – Chemistry
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 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

Eligibility Criteria for Contractual Administrative Positions:

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	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

	<ul style="list-style-type: none"> • 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. • Preparation of Budget, Budget Planning and Allocation, Grant Management • Fund Raising and Fund Management

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

Name of the Position	Laboratory Assistant (For Chemistry subject only)
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