



INDIAN INSTITUTE OF TEACHER EDUCATION

A State Public University Established by Government of Gujarat

ભારતીય શિક્ષણ પ્રશિક્ષણ સંસ્થાન

Advt. No.06/2024r

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

Walk-In-Interview

Schedule:

Date of Walk-In-Interview	10.01.2025
Information Brochure	www.iite.ac.in

Details of Administrative Positions:

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
A14	Graphic Designer	1	34000
A17	Research Advisor	1	40000
A18	Statistical Analyst	1	25000

General Instructions:

- These positions are purely temporary/adhoc and on contractual basis up to 31.05.2025. No Other benefits will be given.
- **Date of Walk-in-interview is 10.01.2025.** 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 of interview shall not be entertained in any case. Online interview may be allowed on request from the candidates.

Sr. No.	Post Code	Position	Reporting Time
1	A14	Graphic Designer	10.00 am
2	A17	Research Advisor	10.00 am
3	A18	Statistical Analyst	11.00 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 09.01.2025.
- 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: 03.01.2025

Registrar, IITE

Eligibility Criteria for Contractual Administrative Positions:

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	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