



# INDIAN INSTITUTE OF TEACHER EDUCATION

A State Public University Established by Government of Gujarat

## ભારતીય શિક્ષણ પ્રશિક્ષણ સંસ્થાન

**Rolling Advt. No. 01/2025**

**Expression of Interest for Engagement on various Administrative Positions  
Purely Temporary/ Adhoc basis on Contract**

### Information Brochure

### Walk-In-Interview

**Schedule:**

Date of Walk-In-Interview	24.03.2025
Information Brochure	<a href="http://www.iite.ac.in">www.iite.ac.in</a>

**Details of Administrative Positions:**

Sr. No.	Position	No. of Positions	Fix Monthly Remuneration Rs.
A5	Technical Assistant	1	18000
A7	Junior Clerk	1	22000
A14	Graphic Designer	1	34000
A17	Research Advisor	1	40000
A18	Statistical Analyst	1	25000
A22	Training Officer	1	34000
A23	Extension Officer	1	34000

**General Instructions:**

- These positions are purely temporary/adhoc and on contractual basis maximum up to 31.05.2025. No Other benefits will be given.
- The contractual appointment shall end on the stipulated date of expiry of contract in Engagement Letter. Selected candidates shall have no right to renewal, extension of conversion into permanent or any other employment.
- **Date of Walk-in-interview is 24.03.2025.** 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	A5	Technical Assistant	11.00 am
2	A7	Junior Clerk	11.00 am
3	A14	Graphic Designer	12.00 am
4	A17	Research Advisor	11.00 am
5	A18	Statistical Analyst	11.00 am
6	A22	Training Officer	12.00 am
7	A23	Extension Officer	12.00 am

- This is a Rolling Advertisement. Applicants can submit their applications at any time on or after the opening and interview date. Applications received before the date of interview will be processed for interview on prescribed date. Application received at later stage will be processed periodically, if vacancy is available for that particular post.
- Application form and related information are available on the University website [www.iite.ac.in](http://www.iite.ac.in).
- Please use CAPITAL LETTERS for filling the form.
- 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](mailto:recruitment@iite.ac.in)).

- 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.
- Candidates must mention subject for email as “Application for the engagement on position of \_\_\_\_\_ (Name of the position)”
- Do not send multiple copies of applications for the same position.
- Candidates not furnishing their documents as requested above may consider their application automatically disqualified.
- Only the eligible short-listed candidates will be contacted for interviews. The mode of interview will be communicated to the shortlisted applicants.
- Candidate applying for more than one positions shall send individual email for each position he is applying.
- 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](http://www.iite.ac.in) regularly for updates, if any.
- 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 selection, if no suitable candidate found among the present eligible candidates by the Committee, the Committee may consider any other present candidate for the selection process and may recommend for the engagement on that position.
- If candidate applies for one position and at the time of scrutiny or selection process, he 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.
- Feel free to send Email ([recruitment@iite.ac.in](mailto:recruitment@iite.ac.in)) for any query related to this process.

**Address of the University:**

**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](mailto:recruitment@iite.ac.in),  
Website : [www.iite.ac.in](http://www.iite.ac.in)

Date: 19.03.2025

Registrar, IITE

### Eligibility Criteria for Contractual Administrative Positions:

Name of the Position	<b>Technical Assistant</b>
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	Diploma or equivalent degree/certificate from a recognized University OR Certificate from ITI with 5 years of experience in a University/ Higher Education Institution/ Research establishment/ Central/ State Government / PSU  Desirable: <ul style="list-style-type: none"> <li>• Basic knowledge of computer and other general office equipment</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Technical assistance and support to all Centre and Branches</li> <li>• Installing, maintaining, and troubleshooting electrical and other equipment</li> <li>• Support for maintaining continuous power supply on campus</li> <li>• Taking safety measures on campus</li> <li>• Regular check-up and submitting report for it</li> <li>• Check-up and measures for fire and other hazardous</li> <li>• Training of staff and student for safe use of electrical and other equipment/systems on the campus</li> <li>• Maintaining drawings/charts for installation, maintenance and safe use of electrical and other equipment/systems on the campus</li> <li>• Perform all other related duties as assigned</li> </ul>

Name of the Position	<b>Junior Clerk</b>
Age Limit	Not more than 40 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> <li>• Any Bachelor Degree with 50% Marks or Equivalent Grade from any recognized University</li> </ul> Desirable: <ul style="list-style-type: none"> <li>• Basic Computer Literacy and proficiency in computer operations</li> <li>• English and Gujarati typing ability</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• All administrative matters under Branch/Centre/ Department</li> <li>• Accepting letters, files, parcel for Branch/Centre</li> <li>• Creating and Maintaining files/data/registers, writing office notes, letters, emails, office orders, distribution of letters, External and Internal Correspondence</li> <li>• Matters pertaining to payments, advertisement, tenders/contract/AMC/purchase</li> <li>• Responding to letter and emails for Branch/Centre</li> <li>• Meeting Management</li> <li>• Any other work assigned by Director/Head/Officer of the University</li> </ul>

Name of the Position	<b>Graphic Designer</b>
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Graphic Designing/ Fine Arts</li> </ul> OR <ul style="list-style-type: none"> <li>• Bachelor Degree with Certificate in Graphic Designing</li> <li>• Minimum 3 years of Experience in relevant field</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Responsible for creating visual concepts, designs, and layouts that communicate ideas and messages effectively through various mediums.</li> <li>• Design Conceptualization and Development</li> <li>• Design logos, icons, and other brand assets</li> <li>• Design brochures, flyers, posters, banners, and advertisements</li> <li>• Create digital graphics for social media platforms, website banners, email newsletters, and online advertisements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare print-ready files for various print materials, including business cards, letterheads, study material, curriculum, University Handbook, Annual Report, Academic Reports</li> <li>• Perform all other related duties as assigned by the Authorities</li> </ul>
--	---

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

Name of the Position	<b>Statistical Analyst</b>
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"> <li>• Post Graduate Degree in Statistics, Mathematics or any allied discipline with minimum 55% marks or equivalent grades</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• M.Ed. with 55%</li> </ul>
Minimum Experience Required	2 years of experience in Data Analysis, Report Analysis, Coordination, Conclusion Findings
Expected Skills	<ul style="list-style-type: none"> <li>• Knowledge of Research and Publication</li> <li>• Basic knowledge of Computer</li> <li>• Good command on English</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Data entry, data analysis, report writing, executive report, research report, other related activities</li> </ul>

Name of the Position	<b>Training Officer</b>
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> <li>• Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University</li> <li>• At least Two years of experience in the field of managing training.</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Management of Training Programme, assist in the planning, coordination, and execution of training programs,</li> <li>• Liaison with various agencies/ Government/ institute</li> <li>• Support the scheduling of training sessions and manage participant registrations and attendance records.</li> <li>• Preparing list of Experts and Inviting them</li> <li>• Experts and Participants Management during programme</li> <li>• Provide logistical support during training sessions, including setting up equipment, distributing materials, and coordinating breaks.</li> <li>• Assist trainers and subject matter experts in delivering interactive and participatory training activities.</li> <li>• Canvassing/ Branding of the Programme</li> <li>• Collect and compile training evaluation data, including participant feedback and post-training assessments.</li> <li>• Documentation, Report writing, summary of expenditure for programme</li> <li>• Work order to Agencies, Getting Invoices/ Bills for Programmes</li> </ul>

	<ul style="list-style-type: none"> <li>• Resource Management for Training, Management of Training Material and Training Kits, Mementos for Experts</li> <li>• Perform all other related duties as assigned by the Authorities</li> </ul>
--	--

Name of the Position	<b>Extension Officer</b>
Age Limit	Not more than 58 years
Minimum Educational qualifications and experience	<ul style="list-style-type: none"> <li>• Any Post Graduate Degree with minimum 55% marks or equivalent grade point from any recognized University</li> <li>• At least two years of experience in the field of educational extension management.</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Management of Extension Programmes</li> <li>• Develop, coordinate, and implement extension programs and initiatives that address the needs and priorities of target communities and stakeholders.</li> <li>• Identify emerging issues, trends, and opportunities for engagement, and develop strategies to address them through extension activities.</li> <li>• Collaborate with internal and external partners to design and deliver educational workshops, training sessions, and outreach events.</li> <li>• Progress Reports, Records Management for all activities at Centre of Extension Services</li> <li>• 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.</li> <li>• Documentation, Reports, Publication and other activities of the Centre</li> <li>• Communicating with all stockholders of the Centre</li> <li>• Management of all activities of the Centre as per regulations</li> <li>• Perform all other related duties as assigned by the Authorities</li> </ul>