

Institute of Infrastructure Technology

Research And Management

No.	Name of Post	No. of Posts	Fixed Monthly Salary (Rs.)	Education Qualification and Experience**	Age Limit*
1	Sr. Library Information Assistant (Contractual) e-Library	01	45,000/-	M.Lib. with 55% NET/SLET (Preferred) (Experience: 5 years at College/University level; able to handle e-Library.	Not more than 40 years
2.	Senior Office Executive (Contractual)	01	35,000/- (Min. Experience 4 years)	M.B.A. – First Class passed out candidates only. Preference will be given to candidate having engineering background.	Not more than 40 years
			40,000/- (Experience 6 years or more)		
3.	Office Executive (Contractual)	03	25,000/- (Minimum experience 2 years for MBA and 3 years for any Post Graduate)	M.B.A. – First Class passed out candidates only. Or Post Graduate in any discipline. Preference will be given to candidate having engineering/Science background.	Not more than 35 years
			30,000/- (Experience 4 years or more)		
4.	Personal Assistant to Director General (Contractual)	01	35,000/-	M.B.A. / Post Graduate in any discipline having minimum of 3 years of experience. Fluency in English and proficiency in computer operating is must. Preference will be given to candidate having experience of Secretarial Assistance.	Not more than 30 years
5.	Personal Assistant to Director (Contractual)	01	25,000/- (Minimum experience 2 years)	Graduate with fluency in English with excellent drafting and Computer proficiency	Not more than 30 years

6.	Placement Officer (Contractual)	01	55,000/- Min. Experience 6 years (out of which 3 years must be purely for placement)	Post Graduate in any discipline and experience in placement activities. Preference will be given to candidate having experience in academic institutes and engineering background.	Not more than 40 years
7.	Junior Computer Programmer (Contractual)	01	25,000/-	B.E. or B.Tech. Computer/ I.T. or MCA from recognized University with 1 year experience (First Class passed out candidates only) OR Diploma Computer / IT or BCA from recognized University with 3 years experience (First Class passed out candidates only)	Not more than 30 years

*05 years age relaxation for reserved category candidates

**In case of non-availability of first class passed out candidates, second class passed candidates may be considered.

- **Please note that cut-off date for considering experience and age will be 30/11/2018.**

How to Apply:

Online application should be made on www.jobs.iitram.in only and candidate should take print out of the application at the end. Candidate should send a Non Refundable Demand Draft of Rs. 100 in the name of "Registrar, IITRAM" payable at Ahmedabad (Required at the time of application online). **Demand Draft should be sent for EACH POST separately.** Demand Draft along with the print out of online application submitted should be sent by speed post/ registered post only at following mail address on or before **28/12/2018, 5.00PM.** Application will not be considered without hard copies received at the institute.

Mailing Address:

Registrar,
Institute of Infrastructure Technology, Research and Management,
Maninagar East, Khokhra Circle,
Ahmedabad- 380026

Selection Procedure:

- Based on applications received, a merit list of qualified candidates will be prepared.

- For a particular post, about 3 times no. of candidates will be called for personal interview. Candidates will be selected as per the performance in the interview.
- **No separate letters will be sent for interview. Candidates shortlisted will be sent SMS and e-mail. List of shortlisted candidates will be available on Institute website in due course of time.**