Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026

Advertisement for Recruitment of Assistant Registrar
Advertisement No. 3/2025
Last date of submission of filled-in applications through ONLINE portal: **31.07.2025 (Till 17:30 hrs).**
Last date of submission of Hard copy of application form with supporting documents: **07.08.2025 (Till 17:30 hrs).**
Applications through ONLINE MODE (available on our ONLINE Recruitment Portal http://www.iitram.ac.in/career) are invited from eligible candidates for the regular post of **Assistant Registrar** as per the details below:

Sr. No.	Post (s)	Minimum Qualification and Experience	Minimum Pay	Age Limit (in years)
1	Assistant Registrar (01) (On Direct Recruitment Basis)	**Minimum Qualification:** - Postgraduate degree with at least 55% marks or its equivalent grade with good academic record. - Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree. **Minimum Experience:** - 08 years of relevant experience with at least 03 years of work experience in a senior supervisory capacity (Pay Level 07 or more) in areas of accounts/ audit/ general administration/purchase/ finance/ legal matters/ administration of academic and examination affairs in institution of higher learning or in comparable government/ private organizations.	**Rs. 56,100/- in Pay Level 10** (Rs.56,100-1,77,500) as per 7th CPC.	The candidate should not be more than 50 years of age on last date of submission of application

General Instructions to the Applicants:

1.	Appointment will be made on a regular basis. The minimum probation period shall be of 2 years as per the Institute norms.
2.	The selected candidate will sign a contract with IITRAM Ahmedabad. One of the conditions of the contract provides that the appointment can be terminated by either side at any time by giving three months' notice without any causes assigned.
3.	It is mandatory to upload the No Objection Certificate and Vigilance Clearance Certificate on the online portal with other relevant documents. However, the applicants can submit advance copies of their application forms directly before the last date of the application, the No Objection Certificate and Vigilance clearance certificate can be produced at the time of interview.
4.	The short-listed candidates need to submit the certified APARs/ACRs for the past five years starting from 2019-20.

5.	Fulfilling qualifying norms does not entail a call for an interview. Only candidates shortlisted on the basis of better qualification and quality of relevant experience will be called for the presentation and if further shortlisted will be called for an interview before a duly constituted Search Cum Selection committee.
6.	Selection will be based on the interview, and only the shortlisted candidates will be informed well in advance of the interview's date, time and mode.
7.	The Institute reserves the right to reject any or all applications without assigning any reasons. The Institute reserves the right to waive/relax any conditions.
8.	Incomplete application form in any way, are liable to be summarily rejected. The responsibility of correctness in the entries in the application form lies entirely with the Applicant.
9.	No interim correspondence whatsoever will be entertained.
10.	Any form of canvassing will lead to automatic disqualification.
11.	For any query related to submission of online application, applicant may send email on *recruitment@iitram.ac.in* stating the Advertisement Number i.e. "No.03/2025" in the subject line. However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.
12.	Applicants possessing the requisite qualification and experience are required to apply *through ONLINE* process. **The last date for submission of online application is 31/07/2025 upto 17:30 hrs**. Online application form and detailed instructions are available on the *WEBSITE* of *Institute of Infrastructure Technology Research and Management [https://iitram.ac.in]*, namely at http://www.iitram.ac.in/career. **Hard copy** of the downloaded online application form with supporting documents should reach the office of the I/C Registrar, IITRAM, Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026 on or before **07/08/2025 upto 17:30 hrs**

Date:

Sd/-
I/c Registrar