



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 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 tenure post of **Registrar** as per the details below:

Sr. No.	Post (s)	Minimum Qualification and Experience	Minimum Pay	Age Limit (in years)
1	Registrar (01)	<p><u>Essential Qualification:</u> Master degree or equivalent in any discipline with at least 55% marks or equivalent</p> <p><u>Essential Experience:</u> (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including Associate Professor along with substantial experience in educational administration. OR Comparable experience in research establishment and/ or other Institutions of higher education. OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. (ii) Experience in handling computerized administration/ financial matters.</p> <p><u>Desirable:</u> 1. Proven ability in administration and finance, preferably at Institutes of National Importance / Central & State Government / Educational / Research / Autonomous Organizations / HEIs, etc. 2. Degree in Management/ Law / Finance.</p>	<p>Rs.1,44,200/- in Pay Level 14 (Rs.1,44,200-2,18,200) as per 7th CPC</p>	<p>The candidate should not be more than 58 years of age on last date of submission of application</p>

General Instructions to the Applicants:

1.	Appointment will be made on a tenure basis for a period of three (3) to five (5) years, either on Deputation or on a Fixed- Term Contract. However, if the officer is on deputation or leave from previous organization, he/ she after attaining the age of superannuation at the parent organization may continue as Registrar at IITRAM Ahmedabad, on fixed-term contract basis for the remaining duration, up to the age of 62 years or five years whichever is earlier. In this regard, decision of the Institute will be final.
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.	The incumbent will not have any legal right to claim regularization/appointment by absorption or any other form of further engagement upon completion of the tenure.
6.	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.
7.	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.
8.	Outstation candidates called for interview will be reimbursed travel expenses (up to economy class air fare or 2 nd AC train fare) from the place of residence to Ahmedabad and back, by the shortest route, on the production of tickets.
9.	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.
10.	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.
11.	No interim correspondence whatsoever will be entertained.
12.	Any form of canvassing will lead to automatic disqualification.
13.	The Search Cum Selection Committee duly constitute by the Institute shall be empowered to accept the nominations and/or introduce the candidate even after the last date of application, beyond the applications received through Online Portal.
14.	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.
15.	Applicants possessing the requisite qualification and experience are required to apply <i>through ONLINE</i> 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 <i>WEBSITE</i> 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