



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

Date: 25/02/2026

Eligible candidates for the position of Assistant Registrar, IITRAM (Advertisement 03/2025 dated 01 July 2025)

The following candidates have been found eligible as per the essential qualifications and experience as mentioned in Advertisement 03/2025 dated 01 July 2025 for the position of Assistant Registrar, IITRAM:

Sr. No	Application No.	Sr. No	Application No.
1	IITRAM_20250702091930	16	IITRAM_20250723150535
2	IITRAM_20250729181705	17	IITRAM_20250717083419
3	IITRAM_20250703054849	18	IITRAM_20250725094447
4	IITRAM_20250703015127	19	IITRAM_20250729131706
5	IITRAM_20250728213149	20	IITRAM_20250720061310
6	IITRAM_20250703165314	21	IITRAM_20250725104229
7	IITRAM_20250704084138	22	IITRAM_20250723182502
8	IITRAM_20250728075330	23	IITRAM_20250731041956
9	IITRAM_20250704123518	24	IITRAM_20250729135209
10	IITRAM_20250721114030	25	IITRAM_20250731092259
11	IITRAM_20250705083813	26	IITRAM_20250730075105
12	IITRAM_20250730160734	27	IITRAM_20250703061939
13	IITRAM_20250730091105	28	IITRAM_20250714052747
14	IITRAM_20250713100652	29	IITRAM_20250718115359
15	IITRAM_20250716161627	NIL	

Instructions for the Eligible Candidates:

- Date of Written Test at IITRAM: 13th March 2026 (Reporting time: 9.30 AM at IITRAM). The result will be declared on same day by 4.00 PM.**
- Syllabus of the written examination is enclosed as Annexure 1.**
- Candidate should score minimum 40% marks in the written test.
- Only top 10 candidates based on merit will be shortlisted for Personal Interview/Interaction. In case of a tie, all candidates with same score will be shortlisted for the interview.
- All shortlisted candidates will be interviewed by the Selection Committee.
- Final merit list will be prepared by giving 40% marks (as weightage) to the written test score and 60% (as weightage) marks to the Interview round score.

g) Date of Personal Interview/Interaction at IITRAM: 14th March 2026 (Reporting time: 9.30 AM at IITRAM).

h) Outstation candidates will be reimbursed actual train fare equivalent or lower than AC-3 Tier fare by producing the original to-and-fro tickets by shortest route from place of origin to Ahmedabad and back. However, if any other mode of transport is used then maximum fare equivalent to shortest route of AC-3 Tier fare will be reimbursed.

i) No accommodation will be provided.

j) You are required to carry the following documents in original for the interview process, without which you may not be allowed to appear for the same.

i. Copy of Invitation email for Interview

ii. Identity Proof issued by GOI/ State Govt. in original with clear photograph (Aadhar Card, Driving License, Pan Card, Voter ID card, etc.)

iii. Proof of Date of Birth

iv. Latest Salary Certificate / Payslip (in applicable)

v. All academic degree certificates

vi. Experience Certificate/s

vii. Vigilance Clearance Certificate/s

viii. No Objection Certificate

ix. Reference letters from 03 (three) referees

Any other document as mentioned in the advertisement / Institute's website, if applicable.

Note: Kindly bring one set of self-attested photocopies along with originals of the above documents. The originals will be returned to you after verification.

k) Kindly confirm your participation in the examination, by sending a confirmation email on recruitment@iitram.ac.in on or before 10th March 2026.


I/C Registrar 25/2/26



Institute of Infrastructure, Technology, Research And Management, Ahmedabad

Syllabus of Written Examination for the position of Assistant Registrar

(This syllabus is intended to serve as a general guideline for preparation. It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject	Maximum Marks
Part - A (General Awareness)	
General Awareness and Current Affairs, Mathematics & Numerical Ability, Logical Reasoning and Data Interpretation, English Language, Computer Knowledge and Information Technology.	20
Part- B (Domain Knowledge)	
Office & Administrative Management <ul style="list-style-type: none"> • Office Systems, Organizational, Structure, Delegation & Accountability. • File Management: Note-Making, Drafting, Record and Register Maintenance. • Correspondence: Official Letters, Memos, Notices, Circulars, E-Mails. • Office Procedures: File Movement/ Tracking, Archiving, Disposal of Files. • Time and Office Productivity Management, Workflow, etc. 	
Establishment/ HR & Service Matters <ul style="list-style-type: none"> • Recruitment, Reservation, Appointment, Probation, Pay Fixation. • FR, SR, Leave Rules, Medical, Attendance, Service Books, Promotion, Increments. • Retirement, Pension, Gratuity. • Performance Evaluation, Disciplinary Actions. • Transfer, Deputation, Cessation, Termination of Service. 	
Financial & Procurement Management <ul style="list-style-type: none"> • Budgeting, Fund Allocation, Expenditure Control in Govt/ Autonomous Bodies. • PFMS, Income Tax and GST. • General Financial Rules (GFR). • Purchase & Procurement: GeM, Quotation Tendering, Purchase Orders, Comparative Statements etc. • Audit, Stock Verification, Contingent Expenditure, Advances and Settlements. 	40
Laws, Rules & Policies <ul style="list-style-type: none"> • Conduct Rules. • RTI, Official Secrecy, Public Records Act. • Service Rules, Establishment Rules in State/ Central Context. 	
Communication & Soft Skills <ul style="list-style-type: none"> • Effective communication: written (reports/ letters) & oral (presentations/ meetings). • Drafting of Agendas, Minutes, Notes for Meeting. • Interpersonal Skills, Leadership in Administration. • Ethics in Public Administration; Stakeholder Management. 	
Part – C (Descriptive)	
<ul style="list-style-type: none"> • Syllabus mentioned under Part-B above. • Noting and Drafting. 	40
Total marks of the Written Examination	100