

Recruitment 2019

Non Teaching Posts (Contractual)

Information Brochure

(Minimum eligibility criteria and General Instructions
for online application and application submission.)



INDIAN INSTITUTE OF TEACHER EDUCATION

(A State Public University established by Government of Gujarat)

**Ram Krushna Paramhans Vidya Sankul, 'Kh'- Road, Near Mahatma
Mandir, Sector-15 Gandhinagar-382016**

Disclaimer:

The Institute has abridged this brochure to facilitate applicants registering for applying various non-teaching and teaching posts, 2019, obliging the Act, Statute and Ordinances of the University. However, the optimum care has been taken in drafting this document. In case of any discrepancy, IITE Act, 2010, Statutes and Ordinances stands as final.

Indian Institute of Teacher Education:

The State Public University: Nurturing Teachers of Tomorrow...

Indian Institute of Teacher Education (IITE), a State Public University established under Gujarat Government Act 8/2010, is the University dedicated to Teacher Education. It is only of its kind in India and in South Asian Countries. **This University was established in an era when the country was in search of alternate to current scenario in Teacher Education. Then Chief Minister of Gujarat, Shri Narendra Modi envisioned the real scenario of teacher education globally.** Shri Modi thought of interdisciplinary institution where school teachers to be nurtured for effective and efficient classroom instructions.

It is believed that the sharing is the power that will generate the knowledge in the 21st Century. In contemporary time, education would not be just UG/PG Degree but multicore development of individual. Looking at the dire need of the society an all-inclusive setup; hence the idea of innovative, residential, integrated degrees was brought in to existence. It is an Indian ethos to sense the best from round of the world and to inculcate them in prospective generations without any kind of discrimination. **Shree Kireet Joshiji, legendary Indian Academician and Philosopher**, made it viable and lead us towards developing curricula for this University. It is a collaborative effort and leading National and International scholars contributed in development of the curricula. The institute has single line motto of nurturing world class teachers who can be exported to the schools across the world. It is the dire need of the time and there is a dearth of good teachers globally. IITE is established with a view to provide skilled teachers.

The skill is a key in process of any kind of knowledge. IITE has made it mandatory so skill and training is integral part of teacher training. We have focused on specific skills to get developed along with schedule programme of curriculum transaction. Communication skills in mother tongue and English, dance, drama (theatre), painting, performing arts, etc. we believe that enhancing professional skills helps learners better employable.

The main objectives of the IITE are:

- (1) To evolve and implement a new program of teachers' education that aim at development of new integral development of teachers
- (2) To train prospective teachers based on globally benchmarked curriculum with ideas gleaned from the fusion of the intellectual traditions of India and the West
- (3) To equip teachers with the competencies requisite for dealing with the 21st century issues of the choices and challenges of students
- (4) To impart teacher training which enables the prospective teachers to see the obtaining world in the new light of universal human values
- (5) To promote the indigenous tradition of teacher-student relationship (Guru-Shishya parampara) in various fields of humanities, arts, crafts, sciences, technologies and yoga (psychological and physical education)
- (6) To publish and disseminate results of advanced research relating to teachers' education for purposes of advancement of capacities to teach and learn among professional teachers as also among parents, social educators and social workers
- (7) To promote national and international cooperation in teachers' education as also in the development of teaching-learning material through online programs, documentaries, musical and dramatic programs and films

- (8) To undertake, conduct and promote any program that will enhance the highest aims of pedagogy and synthesis of knowledge-systems and internationalism
- (9) To introduce and nurture innovations in the education system so as to reflect India's spiritual knowledge, robust intellectuality and inexhaustible creativity.

IITE has been envisioned to introduce and initiate future teachers into the process of transformation into evolved beings who can lead and guide the children of tomorrow towards the knowledge century in the true sense. With holistic training components, value-education and skill-orientation as the mainstay of the teacher education, IITE has a vision of empowering the nation and the world with teachers who can take the onus of shaping the next generation of students with a sense of responsibility for the nation and an orientation for internationalism.

We are looking for dedicated and committed persons for the following positions on Contract basis, who believe in institution building and have a passion for dedication towards administrative excellence and quality.

Details of Qualification, Experience, Pay scale, Job Profile & Schedule is as under :

General Schedule for applying:

Commencement of Online Application	Dt. 10 /12/2019 (Tuesday by 12.00 PM)
Website closure for submission of online application	Dt. 19/12/2019 (Thursday By 6.00 PM)
List of Eligible Candidate and Schedule of Interview on Website	Dt. 20/12/2019 (Friday by 6.00 PM)
Date of Interview	Dt. 22/12/2019 (Sunday)

Minimum Eligibility Criteria for the post of Non Teaching posts (Contractual for 11 Month or less) :

Sr. No	Post	Pay	No. of Post	Eligibility Criteria
1	PA to VC	Rs. 31340/- Fixed Per Month	1	<ul style="list-style-type: none"> ➤ A Masters degree from a recognized University. ➤ At least 2 years of experience in Administration / Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking of repute./Research Institute OR Project work. <p>Desirable:</p> <ul style="list-style-type: none"> • Good knowledge of computer applications. • Knowledge of office management, computer office application & secretarial practice. • Knowledge of English & Gujarati is must.
2	PA to Registrar	Rs. 31340/- Fixed Per Month	1	<ul style="list-style-type: none"> ➤ A Masters degree from a recognized University. ➤ At least 2 years of experience in Administration / Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking of repute./Research Institute OR Project work. <p>Desirable:</p> <ul style="list-style-type: none"> • Good knowledge of computer applications. • Knowledge of office management, computer office application & secretarial practice. • Knowledge of English & Gujarati is must.
3	Junior Clerk	Rs. 19950/- Fixed Per Month	2	<ul style="list-style-type: none"> ➤ A Bachelor's degree from a recognized University. <p>Desirable:</p> <ul style="list-style-type: none"> • Good knowledge of computer applications. • Knowledge of office management, computer office application & secretarial practice. • Knowledge of English & Gujarati is must. • 30 W.P.M in Gujarati type and 40 W. P. M in English type.
4	Lab Assistant	Rs. 19950/- Fixed Per Month	1	<ul style="list-style-type: none"> ➤ Graduate Degree in Computer Subject with at least second class or more or equivalent grade from UGC recognized University. <p>Desirable :</p> <p>Experience as a Computer Lab Assistant.</p>
5	System Analyst	Rs. 31340/- Fixed Per	1	<ul style="list-style-type: none"> ➤ M. C. A from a recognized University with minimum of 55% marks or equivalent grade points. OR ➤ B. E./ B. Tech. in Computer Science/ Electronics and

		Month		<p>Communication/IT from a recognized University with minimum of 55% marks or equivalent grade points OR</p> <ul style="list-style-type: none"> ➤ M. Sc. in Computer Science from a recognized University with minimum of 55% marks or equivalent grade points. ➤ Candidates of proven ability and 2 years relevant experience in working and maintaining large systems, Network System Management. Campus wide network, secured mail system and Network Security/Monitoring. Specially in Government/ Semi Government/ PSU and Higher Education Institutes. <p>Desirable : Knowledge of computer labs, Ipad Labs, individual computer, Internet, CCTV, Wi Fi, to handle them to deal with them though software & hardware.</p>
6	Computer Programmer	Rs. 31340/- Fixed Per Month	1	<ul style="list-style-type: none"> ➤ First Class Degree in M. E./ M. Tech in computer Science or Information Technology. Or ➤ First Class Degree in M. C. A./ M.Sc. in Computer Science or Information Technology. <p>Note : A person who can develop application, programmes independently for educational purpose.</p>

Minimum Eligibility Criteria for the post of Non Teaching posts (Contractual for 11 Month or less) :

Sr. No	Post	Pay	No. of Post	Eligibility Criteria
1	Office Superintendent	Rs. 31340/- Fixed Per Month	1	<ul style="list-style-type: none"> ➤ Masters Degree from a recognized University. ➤ At least 5 Years of experience in Administration/ Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking. <p>Desirable : Good knowledge of computer application Knowledge of office management, computer office application & secretarial practice.</p> <p>Age : not exceeding 45 years</p>

General Information :

1. Last date of online submission of application is 19.12.2019, 6:00 PM.
2. **The Appointments of the posts of Sr. No. 1 to 6 shall primarily be for the tenure of 11 months subject to renewal at the end of financial year of 2019-20, otherwise ceases on 31st March, 2020..**
3. **The appointment of the post of Sr. No. 7 shall be continued until the person appointed on the post resumes the duty or 11 months, whichever is earlier.**
4. Application form and related information are available on the University website www.iite.ac.in.
5. The online application will be scrutinized by competent authority and only the eligible candidate list will be published on IITE website www.iite.ac.in on 20.12..2019.
6. Candidates are requested to visit the University website www.iite.ac.in regularly for updates, if any.
7. The Submission of application form is acceptable Only through online mode.
8. Please use CAPITAL LETTERS for filling the form.
9. Application incomplete in any respect will not receive any consideration at all.
10. Candidate must pay application processing fee Rs. **600** for each post. Application processing fee shall not be refunded under any circumstance.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
12. The Number of posts advertised may be treated as tentative. The University shall have the right to increase/ decrease the number of posts at the time of interview/ selection and make appointments accordingly.
13. Canvassing in any form on behalf of any candidate will disqualify such candidates.
14. Separate application along with separate application fee should be submitted for each post.
15. Qualification and Experience will be reckoned as on last date of submission of online application i.e. 19.12.2019.
16. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/ her for being called for the interview. The University will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
17. No TA/ DA will be paid.
18. Application form and related information are available on the University website :www.iite.ac.in
19. The printed copy of online submitted application form, complete in all respects along with all enclosures and fee receipt must bring while Interview. Without printed copy of online submitted application form candidate will not permitted to attend the Interview at any cost.
20. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Vice Chancellor, IITE shall be final.

21. The candidates must reach 1 hour before of scheduled interview time for their respective subject.
22. The Place of Interview will be :
Indian Institute of Teacher Education,
Ramkrushna Paramhans Vidya Sankul,
Sector-15, Kh-Road,
Gandhinagar (Gujarat)-382016.
23. Candidate must bring original documents related to their qualification, Experience, Category, Identity Proof, Residential Proof & 1 set of photocopies of them along with two passport size photograph.
24. This post purely on contractual basis. No other benefit would be given.

Contact Info.

- Mobile : 9726633099
Phone No : 079-23243733/34
Contact hours : 11:00 a.m. to 6:00 p.m. during working days.
E-mail : recruitment@iite.ac.in
Website : www.iite.ac.in