

**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.	Computer Programmer (Contractual)	02	35,000/-	M.E. or M.Tech. Computer / I.T. from recognized Uni. with 2 years experience (First Class passed out candidates only) OR B.E. or B.Tech. Computer/ I.T. / M.C.A. from recognized Uni. with 5 years experience (First Class passed out candidates only) OR PGDCA with 6 years experience (First Class passed out candidates only)	Not less than 24 years and not more than 40 years
2.	Junior Computer Programmer (Contractual)	02	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
3.	Computer Operator (Contractual)	02	16,000/-	Diploma Computer/IT from recognized Uni. with 5 years experience OR PGDCA / BCA with 3 years experience (First Class passed out candidates only)	Not more than 30 years
4.	Desk Top Publishing Operator (Contractual)	01	18,000/- (Min. 3 years experience) 25,000/- (Experience more than 8 years)	Graduate in any discipline having certificate of Desk Top Publishing course from any recognized institute and experience of working with Coreldraw, Pagemaker, Photoshop. Must be proficient in Gujarati and English typing.	Not more than 30 years

5.	Assistant Network Engineer (Contractual)	01	30,000/- (preferable with valid certificate course in networking)	First Class BCA / Diploma Computer Engineering/IT engineering with 5 years of experience. OR MCA from a recognized University/ Institute of repute with at least 60% marks or CGPA of at least 6.5 in 10 point scale and at least 2 years of relevant experience OR First Class B.E./B.Tech/MSc. in Computer Science and Engineering / Information Technology / equivalent with 2 years experience	Not more than 30 years
6.	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)		
7.	Office Executive (Contractual)	04	25,000/- (Minimum experience 2 years)	M.B.A. – First Class passed out candidates only. Preference will be given to candidate having engineering background.	Not more than 30 years
8.	Office Assistant (Contractual)	03	16,000/-	Graduate in any discipline with 02 years relevant administrative experience OR Diploma/ITI having 05 years of relevant administrative experience	Not more than 40 years
9.	Office Assistant Accounts (Contractual)	02	16,000/-	Commerce graduate with 02 years experience having knowledge of accounts (Tally) and office administration	Not more than 40 years
10.	Maintenance Supervisor – Civil (Contractual)	01	16,000/-	Diploma in Civil Engineering with minimum 02 years experience	Not more than 30 years
11.	Lab Technician - Electronics (Contractual)	01	16,000/-	B.E. or B.Tech. – Electronics from recognized Uni. with 2 years experience OR Diploma Electronics from recognized Uni. with 5 years experience OR ITI with 7 years experience	Not more than 30 years

12.	Laboratory Assistant (Civil/Electrical/ Mechanical/Physics) – Contractual	02 each	20,000/- (Exp. More than 5 years) 15,000/- (2 to 5 years experience) 10,000/- (Exp. less than 2 years)	Bachelor's degree in appropriate field (First Class passed out candidates) OR Diploma/ITI in the relevant field (First Class passed out candidates)	Not more than 40 years
13.	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
14.	Hostel Caretaker (Residential) (Contractual)	01	30,000/-	Graduate in any discipline having minimum 5 years relevant experience. Accommodation will be provided in Hostel premises.	Not more than 40 years
15.	Administrative Officer (Contractual)	01	55,000/-	Graduate in any discipline having minimum 10 years relevant experience out of which 2/3 years in academic institute is compulsory. Experience as Warden/ Rectorship is preferable.	No age bar for suitable candidate
16.	Senior Placement Officer (Contractual)	01	1,20,000/- Min. Experience 15 years (out of which 9 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
			90,000/- Min. Experience 10 years (out of which 6 years must be purely for placement)		

* 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 31/03/2018.

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 **19/4/2018, 5.00 p.m.** 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.