

Recruitment 2020

Various Teaching and Administrative contractual Posts

Information Brochure

(Qualification and General instruction manual for filling up the online application form)



INDIAN INSTITUTE OF TEACHER EDUCATION

(State Public University established by Government of Gujarat)

**Ram KrushnaParamhansVidyaSankul, 'Kh'- Road, Near Mahatma Mandir,
Sector-15 Gandhinagar-382016**

From the desk of Vice Chancellor...



Dear Students,

Warm greeting from Indian Institute of Teacher Education, Gandhinagar...

It's my pleasure to welcome you as prospective students of IITE, Gandhinagar. IITE is not an Institution but it's a mission to blow the change in scenario of teacher education in general and school education specifically. The education is stimuli to get desired prospects in generations to come, and these generations are real asset to any of the societies, communities and at the end they be Pride of Nation. So, I wish we should undertake such problems to be studied which will benefit the school education directly and national growth and development ultimately. No country can survive without education because the education that we cater will have its existence in future.

Today, we have vision documents for growth and development of our country and I insist Vision Document of Research and Development in area of Teacher Education. The teacher education is a multidisciplinary faculty, it requires the knowledge from various faculties, like; Social Sciences, Philosophy, Art and Culture, Science and Technology, Pedagogy, Andragogy, Language and Literature, Sports and Physical Education, Yoga Science, Scriptures..., I think no corner of the knowledge is left out of the purview of education. For me, it's a faculty like ocean because every river is to submerge into ocean. So, all branches of knowledge amalgamate into one faculty that is education..., I am sure this statement may be a point where I may be objected, but I think this is the point from where the word 'education' will draw attention of the world.

I wish you be aware of challenges in our faculty as well as school education; one of them is inclusive education, these two words seem very simple but the world of education is still working hard to attain this objective. For me Inclusive Education is the path leading to सर्वतोसुखिनोसन्तु...'; but when we are multilingual, multicultural, multi-religious and above all multidimensional country where ethos, traditions, styles, demands... means we are diversified by all means and that too, a motto like 'Inclusive Education' It is a mammoth task and as Indian, I would say we are the people who have shown way in and out to the world. I invite you all to join hands into hands, have collaborative tasks and believe in the best to achieve the ultimate goal of Inclusiveness in real sense, in order to placing our country in the top of the list in our area 'Education'.

No task is unachievable or intangible, if it has been carried out scientifically and rigorously. I wish my dear applicants of this M.A. (Education) shall have the determination of achieving goals of this University through their commitment and knowledge...

Place : Gandhinagar

Dr. Harshad Patel
Vice Chancellor

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 KireetJoshiji, 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.

Administrative Posts:

Sr. No.	Post	No. Of Posts	Eligibility
1	Deputy Director	1	<ul style="list-style-type: none"> • Post Graduate Degree in Arts/ Humanities/ Sciences/Commerce. • P.G. Degree in Education (M.Ed.). • Ph.D. Degree in Education. • Minimum 15 years of Experience as an Assistant Professor or above in recognized University/Institute as a Teacher Educator Or Comparable 15 Yrs.Experience. <p>Age Limit: 65 Years.</p> <p>Desirable : Experience of conducting various Training Program, Preferably Government Projects/ Fund Generation at National & State Level.</p> <p>Scope of Work</p> <ul style="list-style-type: none"> • To organize various training Program. • To Manage all activities of Centre. • To bring out new training Program • To create a team for the centre. • To report about the progress of A centre to the authorities. • To Design & Executed training Program related to Teacher Education, School Education etc. • To Develop training program of 1 day to 1 month duration. • To conduct training based Seminars/ Workshops.
2	Public Relation Officer cum Publication officer	1	<p>PG Degree in Mass Communication or Journalism from UGC recognized institutes/ Universities with at least 55% marks or equivalent grade & 3 Years Related Experience in Electrical Media/ Print Media or Government Department.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Prepare IITE Roadmap

			<ol style="list-style-type: none"> 2) Represent IITE at different level 3) Coordinate the activity related to public, Government etc. 4) Content Writing for IITE 5) Media Management 6) Creativity and Critical Thinking 7) Social Media
3	Civil Engineer	1	<p>B. E. in Civil Engineering with at least first class or equivalent from a recognized University or Institute or equivalent and Five years experience in planning, construction and execution of civil engineering projects in PSUs/ University/ CPWD/ PWD.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Handling the infrastructure project. 2) Prepare a report. 3) Certify the bills. 4) Tender.
4	Assistant Librarian	1	<p>Master degree in Library Science or equivalent with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed and NET/ SLET or Ph. D. in Library Science.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Library Management 2) Updating and Automation of Library 3) Maintain the Library Software 4) E-Journals 5) Books, Magazines Purchase & Subscription
5	System Manager	1	<p>PG Degree in IT/ Computer Application from UGC recognized institutes/ Universities with at least 55% marks or equivalent grade.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Managing IT Infrastructure 2) Handling Computer in Laboratory 3) Managing Data Centre, CCTV, 4) Managing Wi-Fi 5) Exam Management
6	System Analyst	1	<p>PG Degree in IT/ Computer Application from UGC recognized institutes/ Universities with at least 55% marks or equivalent grade.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Website Management.

			<ol style="list-style-type: none"> 2) Software Facilitator 3) Server Management 4) Administration of E-mail account 5) Purchase and Service level Agreement 6) E-Waste Management
7	Training Officer	1	<ul style="list-style-type: none"> • A Master's degree from a recognized University. • At least 2 years of experience in Relevant Field
8	Account Supervisor	1	<p>M.Com with 55% Marks or Equivalent Grade</p> <p>Or</p> <p>B.Com with 55% Marks or Equivalent Grade with minimum 10 years of experience in University/ Institute/ Government Sector.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Supervise day to day accounting entry. 2) Update day to day entry in Tally 3) Prepare different documents for Government/ Agencies. 4) Formation of Final Accounts. 5) Formation of Budget.
9	Graphic Designer	1	<p>Bachelor's Degree in Graphic Designing/ Fine Arts.</p> <p>OR</p> <p>Minimum 5 Year Experience in relevant field .</p> <p>Key Area of Work :</p> <ol style="list-style-type: none"> 1) Do Designing work as per instruction. 2) To prepare Brochure, Advertisement, Proposal as per requirement.
10	PA to VC	1	<ul style="list-style-type: none"> • A Master's 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.
11	PA to Registrar	1	<ul style="list-style-type: none"> • A Master's degree from a recognized University. • At least 2 years of experience in Administration

			<p>/Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking of repute./Research Institute OR Project Work.</p> <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.
12	Network Engineer	1	<p>BCA or Equivalent with 55% Marks or Equivalent.</p> <p>Key Area of Work :</p> <ol style="list-style-type: none"> 1)Manage Computer Network 2) Maintenance& Updating Computer Network.
13	Technical Assistant (Publication & Content)	1	<p>PG Degree in any discipline from UGC recognized institutes/ Universities with at least 55% marks or equivalent grade.</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Provide Technical Support 2) Documentation
14	Library Assistant	2	<p>Bachelor's degree in Library Science or equivalent with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>Key Area of Work :</p> <ol style="list-style-type: none"> 1) Management of Routine Library work 2) Data entry 3) Documentation
15	Receptionist	1	<ul style="list-style-type: none"> • Any PG Degree • 2 years Relevant Experience • Multi Language Proficiency
16	Warden	1-Boys hostel 1- Girls hostel	<p>Any Bachelor's Degree</p> <p>Desirable :</p> <p>Similar Work Experience in an Educational Institute.</p>
17	Lab Assistant	3 For Physics, Chemistry and Botany Lab each	<p>B. Sc. with Physics/Chemistry/Botany/Zoology with 50% Marks or Equivalent Grade</p> <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Manage Lab Instruments. 2) Assist the Subject Expert in Lab 3) Prepare Lab Schedule 4) Implement all the instruction of subject expert.

18	Junior Clerk	6	Any Bachelor's Degree with 50% Marks or Equivalent Grade Key Area of Work : 1)Manage All Clerical Work 2)Gujarati / English Typing 3)File Management
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For Teaching Post:

Sr. No.	Post No.	Fix Salary (Per Month)
1	1 To 10	32500/-

For Administrative Post (Non-Teaching):

Sr. No.	Post No.	Fix Salary (Per Month)
1	1 To 3	50000/-
2	4 To 7	32500/-
3	8 & 9	31340/-
4	10 To 12	25000/-
5	13 To 15	20000/-
6	16	16250/-
7	17 & 18	15000/-

General Schedule	
Commencement of Online Application	03/06/2020
Website closure for submission of online application	13/06/2020
Last date for Document submission through email	13/06/2020

General Information:

- Last date of online submission of application is 13/06/2020.
- Last date for Document submission through email is 13/06/2020.
- Application form and related information are available on the University website www.iite.ac.in.
- The online application will be scrutinized by competent authority and further process convey to the applicants.
- The subject mentioned above May varies as per actual subject workload in particular subject. IITE shall have right to fill the post accordingly.
- Candidates are requested to visit the University website www.iite.ac.in regularly for updates, if any.
- The Submission of application form is acceptable only through online mode.
- Please use CAPITAL LETTERS for filling the form.
- Application incomplete in any respect will not receive any consideration at all.
- Candidate must pay application fee **Rs. 400** for each post. Application fees is non refundable.
- 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.
- 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.
- Canvassing in any form on behalf of any candidate will disqualify such candidates.
- Separate application along with separate application fee should be submitted for each post.
- Qualification and Experience will be reckoned as on last date of submission of online application 13/06/2020.
- 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.
- No TA/ DA will be paid.
- Application form and related information are available on the University website :www.iite.ac.in
- In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Vice Chancellor, IITE shall be final.

- Candidate must send required documents otherwise his/ her candidature may be liable to be cancelled.
- Candidate has to submit Scanned copy of his/her necessary documents i.e. Qualification, Experience, Caste, Age, other documents by the Email: recruitment@iite.ac.in on or before 13/06/2020.
- Interview will be commenced either physical or online mode
- The printed copy of online submitted application form, complete in all respects along with all enclosures and fee receipt must be brought while Interview. Without printed copy of online submitted application form candidate will not be permitted to attend the Interview at any cost (only in case of physical interview)
- The Place of Interview will be :
Indian Institute of Teacher Education,
RamkrushnaParamhansVidyaSankul,
Sector-15,
Kh-Road,
Gandhinagar (Gujarat)-382016.
- In case of Online Interview process and other related information convey accordingly.
- These posts are purely temporary and on contractual basis for 11 months. No other benefits will be given.
- Hard copy of Application and other Documents don't sent to this office.
- If necessary, Elimination test will be arranged.

Contact Info.

Mobile : 9726633099

Phone No : 079-23243734

Contact hours : 11:00 A.M. to 5:00 P.M. during working days.

E-mail : recruitment@iite.ac.in

Website : www.iite.ac.in