

Information Brochure of recruitment for the post of Registrar
(Minimum Eligibility Criteria and General Instructions for online application)

Advertisement No. IITE – R/01/2025

Date: 04/09/2025

Indian Institute of Teacher Education Gandhinagar (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 University in India and in South Asian countries. The University would be specialized in preparing teachers equipped with the advanced teaching skills and deep understanding of Indian knowledge and value system. The University is committed to prepare teachers with global competence to teach in the schools across the world, to provide excellent teachers not only to India but across the world, who will carry Indian Values with them wherever they will be going to teach in the world.

Indian Institute of Teacher Education, Gujarat invites applications from the eligible candidates for administrative position of the Registrar to be filled on Direct Recruitment /Deputation.

General Schedule for and mode of applying:

Commencement of Online application	Date: 05/09/2025 from 06.00 PM
Closure of submission of online application	Date: 04/10/2025 till 11.59 PM
The last date for submit hard copy of application is	Date: 08/10/2025 till 06:10 PM
Mode of application	Online through the link provided on University website- www.iite.ac.in . along with submission of hard copy.

Details for the Post:

1. Name of the Post : Registrar
2. Number of Posts : 01 (UR-Group-A)
3. Pay Scale : Rs. 37400-67000, Grade Pay 10000 as per 6th Pay
Rs. 144200-218200 pay level 14 as per 7th pay. **
(** Subject to approval of Government of Gujarat)

4. Qualification :

Educational:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Experience:

At least 15 years of experience as an Assistant Professor in the Academic Level 11 (AGP 7000) and above or with 8 years of service in the Academic Level 12 (AGP 8000) and above including as an Associate Professor along with 3 years' experience in educational administration;

Or

Comparable experience in research establishment and/or other institutions of higher education;

Or

15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

- (A) Qualification in the area of Management/Engineering/Law.
- (B) Experience in computerized administration/legal/financial/establishment matters.

- 5. Age limit for direct recruitment** : Not exceeding 57 years
- 6. Method of Recruitment** : Direct recruitment / Deputation.

Appointment for a tenure of up to 05 years (Extendable by 05 years) or till attaining the age of 62 years, whichever is earlier or as fixed by State Government from time to time.

General Information:

1. Candidate have to apply online and submit hard copy of the application along with all testimonials within the stipulated time.
2. Those who satisfy the essential prescribed qualifications only will be considered for further selection procedure.
3. Incomplete Applications or applications without payment of prescribed fees or applications received after the due date will not be entertained and be summarily rejected.
4. The date for determining the age, qualification and/or experience shall be the date of closure of submission of online application. No updating of qualification and/or experience will be entertained after the last date.
5. Candidate has to submit conversion table from Grade/CGPA to percentage in case of marksheet with Grade/CGPA without fail.
6. Candidates belonging to 'General', 'EWS' and 'SEBC category are required to pay application fees online Rs. 1000/- while candidate belonging with SC and ST category are require to pay online Rs.500/-. Application without payment of required fees will be considered as incomplete application and shall be rejected. Candidate belonging to SC and ST category shall provide copy of necessary valid caste certificate issued by competent authority with application form. Application fee will not be refunded once the payment is done by the applicant.
7. The appointment of the selected candidate for the post of Registrar will be on the basis of direct recruitment or deputation for maximum tenure of five years, which can be renewed for similar terms and shall be subject to the conditions laid down by the State Government/ University from time to time.
8. The print out of the online application, complete in all respects along with a "No Objection Certificate" and supporting documents duly signed by the candidate should be sent to "Indian Institute of Teacher Education, Gujarat in a closed cover, super-scribing "Application for the post of REGISTRAR (With clear mentioning direct recruitment / deputation). It shall be the responsibility of the applicant to ensure that the application is received by the University within specified time failing which the application shall not be considered. The University shall not be held responsible for any delay.
Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University will not be responsible for any postal delay at any stage.
9. Rules and Regulations of University and regulations of Government of Gujarat shall be applicable to the post in the advertisement, and as updated from time to time.

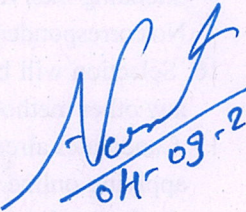
10. It is the sole discretion of University for filling the post. University reserves the right to shortlist the candidates and, also not to fill-up the position advertised in case of non-availability of suitable candidates. Also, University reserves the right to cancel the advertisement on a later date. No enquiries in this matter will be entertained.
11. The University shall verify the antecedents and documents submitted by candidate at any time during process, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his/her services shall be liable to be terminated.
12. In case of any inadvertent mistake in the process of selection which will 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 or process done in this regards.
13. Relaxation of 5% in qualifying marks for minimum eligibility will be given to SC/ST/SEBC (Non-Creamy Layer) and PWD Category candidate as per norms.
14. Relaxation in age limit and other conditions applies to SC/ST/SEBC (Non-Creamy Layer)/ PWD candidates as per norms of Government of Gujarat /University.
15. The University reserves the right 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 as decided by duly constituted Screening Committee(s) and approved by the competent authority Call letters for attending interview will be sent only to the short-listed candidates by speed post/registered post/E-mail. No correspondence will be entertained with applicants who are not short-listed to be called for interview.
16. Selection will be made on the basis of candidates' overall record and performance in the interview or any other method decided by the University.
17. Candidates already in service must submit a No Objection Certificate - NOC from their employer during applying online. In case the applicants are in service and delay is expected in getting NOC from their employer, the applicants may submit online application without NOC and shall produce the NOC at the later stage when asked by the University.
18. No disciplinary/vigilance case/inquiry should be pending against the applicants working in any Government/Semi - Government/Grant-in-aid or Autonomous Organizations.
19. Those candidates applying for Deputation method: Upon submission of online application, applicant must submit following documents at the time of interview or asked by the University at later stage of recruitment, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.
 - A. Certified copies of APARS/CRs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary, Registrar or equivalent,
 - B. Vigilance Clearance Certificate;
 - C. Last Pay Certificate/Copies of I.T.R. for last 03 years.
20. Age of superannuation for all the positions shall be as per Government of Gujarat/University norms.
21. The University reserves the right:
 - A. To modify or withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - B. To fill or not to fill up post advertised for any reasons whatsoever.
 - C. Any amendment/deletion or changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority from time to time.

22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Indian Institute of Teacher Education in all matter relating to eligibility, acceptance or rejection of applications, mode of selection will be final and no query or correspondence will be entertained in this connection.
23. Before the candidate is recruited and is finally approved for appointment to the University, he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
24. Candidates are advised to check regularly the University website www.iite.ac.in and their email account for updates.
25. 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 interview.
26. Canvassing in any form by or on behalf of any candidate shall disqualify the candidate.
27. Candidates will have to appear for the Interview at their own expenses.
28. Application once made will not be allowed to be withdrawn and refund of application fee will not be made under any circumstances.
29. No interim correspondence will be entertained. Candidates are advised to check the University website: www.iite.ac.in regularly for the update/related information.

Contact Information:

Contact hours : 11:00 AM to 05:00 PM (during working days)
Phone No : 92281 89886
E-mail : recruitment@iite.ac.in
Website : www.iite.ac.in

Place: Gandhinagar
Date : 04/09/2025


04-09-2025

Registrar,
IITE