



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভাৰতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

Employment Notification

Recruitment for the Post of Scientific Officer

Advt. No. RO/MA/23/03

Date: 20.03.2023

Applications in the prescribed format are invited from the eligible Indian Nationals for recruitment to the post of **Scientific Officer** directly /on deputation (including Short Term Contract) at the Indian Institute of Engineering Science and Technology, Shibpur.

Sl. No.	Name of the Post	No. of Post	Pay Band & Grade Pay	Category
1.	Scientific Officer	1	Pay Band 3 (Rs. 15600 – Rs. 39100) with Grade Pay of Rs. 5400/-	UR

The application form, general instructions, qualifications, experience, upper age limit and other conditions required for the above posts may be downloaded from the Institute's website www.iiests.ac.in

The application duly filled in all respects should reach the Office of the Registrar, Indian Institute of Engineering Science and Technology, Shibpur, West Bengal, Howrah – 711 103 on or before 20.04.2023 by 5.30 p.m.

Incomplete applications shall not be entertained.

Registrar

Recruitment Rules (2019) for the post of SCIENTIFIC OFFICER / TECHNICAL OFFICER (GENERAL / ICT / RESEARCH) in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Scientific Officer / Technical Officer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600 - 39,100/-) with Grade Pay of Rs.5400/-. After Five years of service as Scientific/Technical Officer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	35 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification & Experience:</u></p> <p><u>Essential:</u></p> <p><u>Educational Qualification:</u></p> <p>i) B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.</p> <p>OR</p> <p>ii) Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.</p> <p><u>Desirable:</u></p> <p>a) Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.</p> <p>b) Candidates with Ph.D. in the relevant field shall be preferred.</p>

K. Raju

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least B.E. / B.Tech. / M.Sc. or equivalent in relevant field or MCA Degree from a recognized University/ Institute.
9.	Period of probation, if any	1 year as per NIT Statutes for direct recruits.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct Recruitment failing which by deputation (including Short Term contract). 25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Promotion from the post of Technical Assistant (Selection Grade II) with GP of Rs.4800/- with 5 years regular service or Technical Assistant (SG-I) (PB-2 with Grade Pay of Rs.5400/-) with 2 years of experience through DPC and working performance record (APAR). Deputation (including Short Term Contract): a) Officers of the Central / State / PSU / Statutory or Autonomous organization or University / Institution of national importance: b) holding analogous post and c) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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General Instruction and Information for Recruitment in the Post of
‘Scientific Officer’:

1. Applicants must ensure that they possess all the requisite qualification and experience required for the post as laid down in the advertisement.
2. The applicants are responsible for authenticity of the information, documents and photographs they furnish. The candidature is liable to be cancelled if any false statement or any sort of suppression of facts is being found at any point of time.
3. Mere possession of the prescribed qualification and experience does not ensure that the applicant would be called for screening test and / or presentation and / or interview.
4. The Institute reserves the right not to fill the post.
5. Age, qualification, experience will be counted on the last date of submission of application form.
6. Relaxation, if any, is admissible as per Central Government Rules.
7. Relaxation, if claimed, should have to be supported by valid documents/certificates issued in the name of the incumbent.
8. Candidates employed in the Govt./Autonomous Bodies/PSUs need to apply through proper channel. An Advance Copy of the application need to be sent. Such candidates need to bring “No Objection Certificate” from their present employer at the time of interview.
9. Applicants should be physically fit and mentally sound.
10. Application format is available at the Institute website. Applicants must have to apply in the prescribed format only. No other format of application form will be entertained.
11. Additional sheets may be attached if space found to be insufficient.
12. Application forms must be supported with attested / self certified copies of Degrees/ Certificates / Degrees / Certificates / Documents, otherwise application may be rejected.
13. The Institute reserves the right to restrict the number of applicants for screening test and / or presentation and / or interview.
14. Filled in Application Form in the prescribed format is to be sent to the following address:
‘Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah-711103’ within the last date as mentioned in the advertisement, superscribing ‘**Application for the Post of Scientific Officer**’ on the envelope.
15. The applicants may also apply ‘online’, sending scanned copy of application along with the annexed documents including the receipt of fees to the Registrar, IESTS, Shibpur at Email Id: recruitment.nonfac@iests.ac.in



16. All communications in regard to recruitment will be made by Email mentioning ‘**Recruitment for the post of Scientific Officer**’ in the subject of the mail. Candidates should check their email including SPAM folder regularly.
17. **The applicants should send the fees of Rs 500/- to the following Account of IEST, Shibpur.**

Bank Name: UCO Bank

Branch Name: BESU Branch

Branch Account No.: 23690110091845

IFSC : UCBA0002369

Bank MICR Code: 700028178

Branch Code: 2369

Swift Code: UCBAINBB001

(ZERO)

18. All original testimonials/documents are to be produced at the time of interview.
19. No TA/DA shall be paid for attending the interview.
20. Any correspondence, whatsoever, will lead to cancellation of the candidature. Canvassing in any manner would entail disqualification of candidature.
21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in the Hon'ble High Court, Kolkata.
22. Applicants are requested to visit Institute website regularly for any corrigendum/addendum etc.
23. The decision of the Authority will be final.
24. The details regarding qualification/experience etc. are as per the latest recruitment rules for Non- teaching staffs of NITs notified by the MOE. However, any modification in the Recruitment Rules notified by MOE will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MOE till the date of Interview.
25. Applications received as incomplete/not through proper channel will be summarily rejected.
26. Educational Qualification and Experience will be as per the Recruitment Rules (2019) for the post of Scientific Officer NITs.



27. Pay of selected candidate : PB 3 (Rs.15,600 – 39,100/-) with Grade Pay of Rs.5, 400/- (6th CPC). Pay Band + Grade Pay will be equated to respective pay matrix level as per 7th CPC.
28. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.
29. The pay and conditions of deputation of the officer selected will be regulated in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Government of India or Board of Governors of Indian Institute of Engineering Science and Technology, Shibpur issued in this regard from time to time.

REQUIRMENT OF DOCUMENTS /CERTIFICATES/DEGREES

1. Attested or Self attested copies of the Matriculation/10th Standard/Secondary/ Madhyamik or equivalent mark sheet and certificate, Higher Secondary/Class-XII or equivalent mark sheet and certificate Degree mark sheet and certificate and proof of age as per Central / State Board of Examinations are required to be attached with the duly filled in application including the online payment receipt of fees of Rs. 500/- as mentioned above, failing which the application would be rejected.
2. Photo Identity Card (issued by the govt. agencies/last attended Institution/University)

Sd/-
Registrar

**APPLICATION FORM
FOR
ADMINISTRATIVE
POSITIONS**



**INDIAN INSTITUTE OF
ENGINEERING SCIENCE AND
TECHNOLOGY, SHIBPUR
HOWRAH - 711103**

(Please Fill in BLOCK LETTERS)

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Affix recent coloured photograph

1. Name in Full (Surname First)

[illegible]

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Married		Single		Male		Female		Other		(Please tick √)
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2. Address :

a) Present:

[illegible]

b) Permanent:

[illegible]

c) Contact details :

E-mail		
Mobile No.	Office :	Residence :

3. Date of Birth

D	D	M	M	Y	Y	Y	Y

4. Nationality

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5. Religion

6. Present Employment :

Designation	
Organisation	
Date of Joining	
Pay Level	
Pay Band / basic Pay (Rs.)	
Total Emoluments (per month) (Rs.)	

7. Basic Pay expected (Rs.) :

8. (a) Tick-mark the appropriate box if you belong to reserved category (*)

SC		ST		OBC (NCL)		EWS	
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(b) Whether PWD

Yes		No	
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*(Please attach self certified copy of the certificates)

9. Total years of experience after attaining essential qualification

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10. Areas of Specialisation

11. Academic Records starting with Secondary Education (Please attach copies of Certificates)

Examination	Subjects	College/University/ Institute	Year	Percentage / Grade	Class / Division

12. Employment :(Please attach self certifies copies of experience certificate)

Employer	Position Held	Date of Joining	Date of Leaving	Basic Pay with Grade Pay / Pay Level

13. Have you ever been discharged/suspended from any position? If Yes, state reasons :

14. Name and addresses of three Referees (at least one of them should be from your present organization who is familiar with your recent work)

	1	2	3
Name			
Occupation or position			
Address			
E- mail			
Mobile No.			

15. Statement of objectives (to be filled up in Candidate's own hand writing)

a) Please indicate as to why you wish to join Indian Institution of Engineering Science and Technology, Shibpur

b) How would you meet the job requirements as advertised

16. I hereby declare that I have carefully read and understood the instructions as attached to this uploaded Application Format, and that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

There are sheets attached to this form.

Date:

Place:

(Signature of Applicant)

Note: Use separate sheet if necessary for any of the above items.

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.