



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

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

Employment Notification

Recruitment in the Post of Assistant Registrar

Advt. No.: RO/AU/25/14

Date: 22.08.2025

Applications in the prescribed format are invited from the Indian Nationals for Direct recruitment to the following Officer Cadre Post at the Indian Institute of Engineering Science and Technology, Shibpur.:

| Sl. No. | Name of the Post | As per 6 th CPC | | As per 7 th CPC | No. of posts | Category |
|---------|---------------------|----------------------------|--------|----------------------------|--------------|---|
| | | PB | GP | Pay Level | | |
| 1. | Assistant Registrar | 3 (15,600-39,100/-) | 5400/- | 10 | 04 | OBC(NCL): 01; EWS: 01 and UR: 02 |

For detailed information refer to Institute's website www.iiests.ac.in

The applicant needs to apply through 'online' mode only duly filled in all respects on or before **September 18, 2025 by 5.00 p.m.**

Applications which are incomplete and submitted through any other modes shall not be entertained.

Registrar



**General Instruction and Information for
Recruitment in the Post of Assistant Registrar**

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(s).
5. The Institute reserves the right to restrict the number of applicants for screening test and /or presentation and /or interview.
6. Age, qualification, experience will be counted on the last date of submission of application form.
7. Relaxation, if any, is admissible as per Central Government Rules.
8. Relaxation, if claimed, should have to be supported by valid documents/certificates issued in the name of the incumbent.
9. Applicants should be physically fit and mentally sound.
10. The applicants needs to apply 'online' only within due date and time through the following Google form link:
<https://forms.gle/zTJwzs7iZvoQDbF78>
11. During Google form submission, the candidate should **upload a scanned copy of duly filled prescribed application form along with all documents including the receipt of fees in a single pdf file**. Application form 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. Additional sheets may be attached if space found to be insufficient. Application forms must be supported with attested /self-certified copies of Degrees/ Certificates, age proof, supporting documents for experience, if any, copy of the Aadhaar / Govt. approved valid photo ID card; and the information provided in the Google form and the Application form to be uploaded in the pdf format should be same, otherwise the application will summarily be rejected.
12. Candidates employed in the Govt./Autonomous Bodies/PSUs need to apply through proper channel addressed to 'Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah 711103', superscribing '**Application for the Post of Assistant Registrar**' on the envelope. **An Advance Copy of the application is to be submitted through online mode (through prescribed Google form) within due date and time**. Such candidates need to bring "No Objection Certificate" from their present employer at the time of interview.
13. Applications received as incomplete/not through proper channel will be summarily rejected.
14. Candidates having any query may write to the Registrar, IESTS, Shibpur at Email Id: **recruitment.nonfac@iiests.ac.in** mentioning '**Recruitment for the Post of Assistant Registrar**' in the subject of the mail. Candidates should check their email regularly.
15. Valid Caste certificate (SC/ST/OBC(NCL)/EWS) in the applicant's name from officers, authorised by the Government of India to issue such a certificate (if applicable). OBC (NCL)/EWS certificate must be issued on or after April 1, 2025. Similarly, PwD candidates shall be required to submit proof of Physically Handicapped category issued by competent medical authority (i.e. must be more than 40% disability). The certificate for claiming PwD category must be valid on the closing date of the online application.
16. The application fees for (i) UR/EWS/OBC (NCL) category candidates: Rs. 1500/- and (ii) SC/ST/PwD category candidates: Rs. 1000/-.

17. The applicants **should deposit the requisite fees** to the following Account of IEST, Shibpur.

Bank Name: UCO Bank
Branch Name: BESU Branch
Branch Account No.:23690110091845
IFSC: UCBA0002369

Bank MICRCode:700028178 → (ZERO)
Branch Code:2369
Swift Code:UCBAINBB001

18. All original testimonials/documents are to be produced at the time of screening test/interview.
19. No TA/DA shall be paid for attending the screening test/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 update/corrigendum/addendum etc.
23. The decision of the Authority shall be final.
24. The details regarding qualification/experience etc. are as per the latest recruitment rules for non-teaching staffs of NITs and IEST, Shibpur notified by the MoE, Govt. of India. However, any modification in the Recruitment Rules notified by MoE shall 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. The Deputation or Short-Term Contract is for a period of 5 years or till attaining the age of 60 years which, ever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
26. The pay and conditions of deputation of the officer selected shall 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.
27. Educational qualification and experience will be as per the Recruitment Rules for Non-Teaching Staff (2019) of NITs and IEST, Shibpur.
28. Pay of selected candidate for the Post of Assistant Registrar :
Pay Band 3 (Rs. 15600 - Rs. 39100) with Grade Pay Rs. 5400/- as per 6th CPC.
29. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.
30. Reservation rules as per Government of India shall be applicable.

Recruitment Rules (2019) for the post of ASSISTANT REGISTRAR in NITs

| Sl.No. | Particular | Criteria |
|--------|---|---|
| 1. | Name of the Post | Assistant Registrar |
| 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 Assistant Registrar 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 | Not exceeding 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>Essential:</u></p> <p><u>Educational Qualification & Experience:</u> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.</p> <p>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p> |

| 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 Master's degree in any discipline or its equivalent from a recognized University/Institute |
| 9. | Period of probation, if any | 1 year for direct recruits as per NIT Statutes. |
| 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 | <p>Promotion: Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including Short Term Contract): Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.</p> |
| 12. | If DPC exists, what is its composition | As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes. |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

K. B. J.

**APPLICATION FORM
FOR
ADMINISTRATIVE
POSITIONS**



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

(Please Fill in BLOCK LETTERS)

Advertisement No.

Advt. No.: RO/AU/25/14 Date: 22.08.2025

Post Applied For

ASSISTANT REGISTRAR

Affix recent color photograph

1. Name in Full

[illegible]

| | |
|---------|--|
| Married | |
|---------|--|

| | |
|--------|--|
| Single | |
|--------|--|

| | |
|------|--|
| Male | |
|------|--|

| | |
|--------|--|
| Female | |
|--------|--|

| | |
|-------|--|
| Other | |
|-------|--|

(Please tick ✓)

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

5. Religion

| |
|--|
| |
|--|

6. Present Employment:

| | |
|------------------------------------|--|
| Designation | |
| Organization | |
| 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 | <input type="checkbox"/> | ST | <input type="checkbox"/> | OBC (NCL) | <input type="checkbox"/> | EWS | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|-----------|--------------------------|-----|--------------------------|

(b) Whether PWD

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

*(Please attach self-certified copy of the certificates)

9. Total years of experience after attaining essential qualification

10. Areas of Specialization

| |
|--|
| |
| |

11. Academic Records starting with Secondary Education (Please attach self-certified copy of the certificates)

| Examination | Subjects | Board / College/ University/ Institute | Year | Percentage/ Grade / CGPA | Class / Division |
|-------------|----------|--|------|--------------------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Employment :(Please attach self-certified copies of experience certificates)

| 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. Do you any qualification in Management / Engineering / Law / Chartered Accountant / Cost Accountant? If Yes, please give details

16. Do you any experience of working in E-Office System? If Yes, please give details

17. 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

18. 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.