



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. *RMS/25/25*

NOTICE

Date: *24/01/2025*

Direct recruitment for the post of ASSISTANT REGISTRAR at IEST, Shibpur (vide Advt. No RO/SE/23/12 dated 12.09.2023)

Based on the Screening of applications, the lists of Eligible (Table 1) and Ineligible (Table 2) candidates for appearing in the screening test for the post of ASSISTANT REGISTRAR at IEST, Shibpur (vide Advt. No RO/SE/23/12 dated 12.09.2023) are as follows:

Table 1. ELIGIBLE LIST

Sl. No.	Application ID
1	IEST/AR/2024/01
2	IEST/AR/2024/04
3	IEST/AR/2024/05
4	IEST/AR/2024/06
5	IEST/AR/2024/07
6	IEST/AR/2024/08
7	IEST/AR/2024/09
8	IEST/AR/2024/10
9	IEST/AR/2024/11
10	IEST/AR/2024/12
11	IEST/AR/2024/13
12	IEST/AR/2024/14
13	IEST/AR/2024/15
14	IEST/AR/2024/16
15	IEST/AR/2024/17
16	IEST/AR/2024/18
17	IEST/AR/2024/19
18	IEST/AR/2024/20
19	IEST/AR/2024/21
20	IEST/AR/2024/23
21	IEST/AR/2024/25
22	IEST/AR/2024/26
23	IEST/AR/2024/27
24	IEST/AR/2024/28
25	IEST/AR/2024/29
26	IEST/AR/2024/30
27	IEST/AR/2024/31

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28	IEST/AR/2024/32
29	IEST/AR/2024/33
30	IEST/AR/2024/34
31	IEST/AR/2024/35
32	IEST/AR/2024/37
33	IEST/AR/2024/39
34	IEST/AR/2024/40
35	IEST/AR/2024/41
36	IEST/AR/2024/42
37	IEST/AR/2024/43
38	IEST/AR/2024/45
39	IEST/AR/2024/46
40	IEST/AR/2024/47
41	IEST/AR/2024/48
42	IEST/AR/2024/49
43	IEST/AR/2024/51
44	IEST/AR/2024/52
45	IEST/AR/2024/53
46	IEST/AR/2024/54
47	IEST/AR/2024/55
48	IEST/AR/2024/56
49	IEST/AR/2024/57
50	IEST/AR/2024/58
51	IEST/AR/2024/61
52	IEST/AR/2024/62
53	IEST/AR/2024/63
54	IEST/AR/2024/64
55	IEST/AR/2024/65
56	IEST/AR/2024/66
57	IEST/AR/2024/68
58	IEST/AR/2024/69
59	IEST/AR/2024/70
60	IEST/AR/2024/72
61	IEST/AR/2024/73
62	IEST/AR/2024/74
63	IEST/AR/2024/75
64	IEST/AR/2024/76
65	IEST/AR/2024/77
66	IEST/AR/2024/78

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67	IEST/AR/2024/79
68	IEST/AR/2024/80
69	IEST/AR/2024/81
70	IEST/AR/2024/82
71	IEST/AR/2024/83
72	IEST/AR/2024/85
73	IEST/AR/2024/86
74	IEST/AR/2024/87
75	IEST/AR/2024/88
76	IEST/AR/2024/89
77	IEST/AR/2024/90
78	IEST/AR/2024/91
79	IEST/AR/2024/92
80	IEST/AR/2024/93
81	IEST/AR/2024/94
82	IEST/AR/2024/96
83	IEST/AR/2024/97
84	IEST/AR/2024/98
85	IEST/AR/2024/99
86	IEST/AR/2024/100
87	IEST/AR/2024/101
88	IEST/AR/2024/102
89	IEST/AR/2024/103
90	IEST/AR/2024/104
91	IEST/AR/2024/105
92	IEST/AR/2024/106
93	IEST/AR/2024/108
94	IEST/AR/2024/109
95	IEST/AR/2024/110
96	IEST/AR/2024/111
97	IEST/AR/2024/112
98	IEST/AR/2024/113
99	IEST/AR/2024/114
100	IEST/AR/2024/115
101	IEST/AR/2024/116
102	IEST/AR/2024/117
103	IEST/AR/2024/118
104	IEST/AR/2024/119
105	IEST/AR/2024/120

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106	IEST/AR/2024/121
107	IEST/AR/2024/122
108	IEST/AR/2024/123
109	IEST/AR/2024/124
110	IEST/AR/2024/125
111	IEST/AR/2024/126
112	IEST/AR/2024/127
113	IEST/AR/2024/128
114	IEST/AR/2024/129
115	IEST/AR/2024/130
116	IEST/AR/2024/131
117	IEST/AR/2024/132
118	IEST/AR/2024/133
119	IEST/AR/2024/134
120	IEST/AR/2024/135
121	IEST/AR/2024/136
122	IEST/AR/2024/137
123	IEST/AR/2024/138

Table 2. INELIGIBLE LIST

SL No.	Application ID	Remarks
1	IEST/AR/2024/02	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR-2019) for the post of Assistant Registrar.
2	IEST/AR/2024/03	Not applied in proper format.
3	IEST/AR/2024/22	Essential educational qualification not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 7 of NITRR-2019) for the post of Assistant Registrar.
4	IEST/AR/2024/24	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR-2019) for the post of Assistant Registrar.
5	IEST/AR/2024/36	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR-2019) for the post of Assistant Registrar.
6	IEST/AR/2024/38	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR-2019) for the post of Assistant Registrar.
7	IEST/AR/2024/44	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.

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8	IEST/AR/2024/50	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
9	IEST/AR/2024/59	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
10	IEST/AR/2024/60	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
11	IEST/AR/2024/67	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
12	IEST/AR/2024/71	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
13	IEST/AR/2024/84	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
14	IEST/AR/2024/95	Age limit not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 6 of NITRR) for the post of Assistant Registrar.
15	IEST/AR/2024/107	Essential educational qualification not satisfied as on the last date of receiving applications (i.e. Oct. 06, 2023) (Sl. No. 7 of NITRR-2019) for the post of Assistant Registrar.

Note:

1. The Shortlisting of applications for the post of ASSISTANT REGISTRAR at IEST, Shibpur (vide Advt. No. RO/SE/23/12 dated 12.09.2023) has been done for only those candidates whose applications were received at the institute by the last date, i.e. Oct. 06, 2023 as per advertisement notification (vide Advt. No. RO/SE/23/12 dated 12.09.2023).
2. The shortlisted applicants need to appear for **screening test** to be held on **February 15, 2025 (11.30 AM to 1.00 PM)** – details of the Screening tests are given as Annexure – I.
3. The candidates shortlisted for Personal Interview will be displayed in the Institute website on **February 15, 2025, evening**.
4. The candidates shortlisted through the Screening test need to appear for the **Personal Interview on February 16, 2025 from 3.00 PM**.
5. The arrangement for accommodation is to be made by the candidate himself / herself during this period (15.02.2025 to 16.02.2025).
6. All the eligible candidates are required to produce the following documents in original and one set of self-attested copy before the Screening Test and Personal Interview:
 - a) Govt. approved valid photo ID Card.
 - b) Mark sheets and Certificates, in support of your educational qualifications.
 - c) Documents in support of previous employments (if employed).
 - d) No objection certificate/ copy of forwarding letter from the employer, if application sent through proper channel (if employed in a Government/ Government Aided/ Government Undertaking Organization).

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- e) 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). For OBC(NCL) category, the format for certificates must be as per DoPT OM No.36036/2/2013-Estt (Res) dated 30.05.2014 and for EWS category, the format for certificates must be as per DoPT OM No.36039/1/2019-Estt (Res) dated 31.01.2019. OBC (NCL)/EWS certificate must be issued on or after April 1, 2024. OBC(NCL)/EWS certificate issued on or after April 1, 2023 will be accepted to appear for screening test and personal interview. However, if selected, at the time of joining the candidates must submit OBC (NCL)/EWS certificate issued on or after April 1, 2024, failing which their appointment shall stand cancelled.
- f) Any other relevant document in support of candidature.

The Institute will not consider any request for extension of time for submission of above mentioned documents during physical documents verification before the Screening Test and Personal Interview. Failing to produce above documents, the candidates will not be permitted to appear for Screening Test and Personal Interview.

7. The candidate having objection about their ineligibility may submit in writing with all supporting documents to the Registrar, IIEST, Shibpur through e-mail at **recruitment.nonfac@iiests.ac.in** on or before **January 27, 2024**. The Institute will not consider any request beyond the stipulated date.

8. After submission of documents and subsequent scrutiny, if the candidates are found eligible, they will be informed accordingly.

9. No TA - DA will be provided by the Institute for appearing in the Screening test and personal interview.

10. The candidates are also advised to visit the Institute website (www.iiests.ac.in) regularly for any further updates.

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Annexure – I

Details of the Selection Process (Screening Test and Personal Interview)
for the post of ASSISTANT REGISTRAR at IEST, Shibpur
(vide Advt. No. RO/SE/23/12 dated 12.09.2023)

➤ **Selection Process for the post of Assistant Registrar**

Selection Process	Type of Examination	Time duration	Maximum Marks
Step – I (Screening)	Multiple Choice Questions Written Test	90 minutes (11.30 AM to 1.00 PM) on Feb. 15, 2025	120
Step – II (Personal Interview)	Personal Interview for the screened candidates based on their performance in Step – I	3.00 PM onwards on Feb. 16, 2025	
<ul style="list-style-type: none">• Screening (@ 10 candidates for each post) will be done based on the performance in the written test.• The screened candidates through Step-I examination will be required to appear before Selection Committee for personal interview (Step-II).• The final selection will be based on the performance (of screened candidates) during the personal interview.			

- Written test will be held on **February 15, 2025 from 11.30 AM to 1.00 PM** at IEST, Shibpur.
- Mode of the Test: **Multiple choice questions (MCQ) written test.**
- **Questions will be set in English only.**
- **60 questions will be objective type (MCQ) with one correct option and will carry Two (02) mark each. There will be a negative marking @ 0.50 marks for each wrong answer in MCQ. Marking more than one option will be considered as wrong answer.** After the MCQ examination, the candidates will be provided an additional sheet to write their knowledge and communication skills in English on the assigned topics in about 200-250 words. This will be non-marking and shall not be part of the screening test. An additional time of 15 minutes will be provided for this. This sheet for writing skill will be placed before Selection committee to have an idea about communication & writing skills of the candidate.

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➤ **Indicative syllabus for the written test:**

1. **English language & Comprehension/ Reasoning:** English Grammar, Sentence Correction, Synonyms, Antonyms, Verbal and Non-Verbal, Reasoning, Questions on Analogies, Similarities, Differences, Discrimination, Observations Relationship, Verbal and Figure Classification etc.
2. **Numerical Ability and Reasoning:** Numbers and Percentage, Ratios and Proportions, Time and Work, Data Interpretation and Statistics, Mental Ability and Numerical Reasoning etc.
3. **Computer Knowledge:** Computer and its components, Data information concepts and processing, Windows Operating System, Microsoft Office, Graphics.
4. **Accounting and Financing:** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, Procurement of Goods and Services, GFR-2017, GST Rules, GeM Rules and Procedure, Tendering and Procuring, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliations Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc.
5. **Rules & Acts:** Central Government Service Rules viz. CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt. employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Reservation in admission, Permissible and Not Permissible Activities, Office Procedure.
6. **IEST, Shibpur Act & Statutes:** IEST, Shibpur Acts and Statutes and Functions of Board of Governors, Finance Committee, Building & Works Committee, and Senate; Power and Functions of Chairperson of BoG, Director, Registrar, Deans, HoD's, Code of conduct for employee, Resignation & Retirement of Institute employees, Recruitment Rules for Faculty and Non-Faculty etc.
7. **Ordinances of IEST, Shibpur:** Ordinances for UG, PG and PhD studies.

➤ **General instructions to the applicants for the written tests:**

1. The applicant must report to the Institute at least 01 (one) hour before schedule time of examination. Under any circumstances, **an applicant will not be allowed to enter the examination hall after 11.20 AM** (i.e., Last Entry to the Examination hall).
2. **Applicant must bring**
 - (i) Original copy of the Aadhaar / Govt. approved valid photo ID Card.
 - (ii) Copy of the latest email sent to him/her mentioning date of Screening Test needs to be submitted to the invigilator in the examination hall.
 - (iii) One recent passport-size color photograph.A candidate who does not possess the above-mentioned documents shall not be allowed to enter the Examination Hall.

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3. The candidates are **NOT allowed to carry the following items** inside the Examination hall under any circumstances:
- a) Any item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Pencils, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner, etc.
 - b) The candidate will be provided blue/black colour pen to answer the questions.**
 - c) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.
 - d) Other items like Wallet, Goggles, Handbags, Belt, Cap, etc.
 - e) Any Watch/Wristwatch, Bracelet, Camera, etc.
 - f) Any metallic items, any food items opened or packed, water bottle, etc.
 - g) Any other item which could be used for unfair means, by hiding communication devices like a microchip, camera, Bluetooth device, etc.
4. The candidates will be subjected to extensive and compulsory frisking before entering the Examination hall with the help of sensitive detectors.
5. A seat with an Application ID number will be allotted to each candidate. Candidates must find out and occupy their allotted seats in time. If a candidate is found appearing in the Examination from a seat or room other than the allotted one, the candidature shall be cancelled.
6. During the examination time, the Invigilator will verify the necessary documents of the candidates to ascertain the identity of each candidate. The Invigilators will also put their own signature in the place provided in the Answer Sheet and on the Attendance Sheet.
7. Candidates should not leave the Hall without handing over their Answer Sheets to the invigilator on duty.



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