



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

Advertisement No. : RO/SE/23/12

Date: 12.09.2023

Applications in the prescribed format are invited from the eligible Indian nationals for direct recruitment to the following non-teaching post at the Indian Institute of Engineering Science and Technology, Shibpur :

Sl. No.	Name of the posts	As per 6 th CPC		Pay Level	No. of posts	Category
		PB	GP			
1.	Assistant Registrar	3 (15,600 – 39,100)	5400	10	02	UR – 1 OBC – 1

Application Form, General Instructions including required qualifications, experience, upper age limit and other required conditions for the above posts are available in the Institute's website and may be downloaded (www.iiests.ac.in).

The Application Form duly filled in all respects should reach the Office of the Registrar, Indian Institute of Engineering Science and Technology, Shibpur, Howrah – 711 103 (West Bengal) on or before 6th October, 2023 by 5.30 pm.

Incomplete applications shall not be entertained.

Registrar

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	<u>Promotion:</u> 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. <u>Deputation (including Short Term Contract):</u> 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.
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.



General Instruction and Information

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 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 and will be at liberty to cancel the recruitment process.
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-attested copies of 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 :
"The Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O. Botanic Garden, Howrah – 711 103" within the last date as mentioned in the advertisement, superscribing 'Application for the post of Assistant Registrar' on the envelope.
15. The applicants may also apply 'online', sending scanned copy of application alongwith the annexed documents including the receipt of fees to the Registrar, IEST Shibpur at E-mail ID: recruitment.nonfac@iests.ac.in.
16. All communications in regard to recruitment will be made by Email mentioning 'Recruitment for the post of Assistant Registrar' in the subject of the mail. Candidates should check their e-mail 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,
Account No.	:	23690110091845
IFSC Code	:	UCBA0002369
Bank MICR Code	:	700028178
Branch Code	:	2369
Swift Code	:	UCBAINBB001
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 any application in response thereto can be instituted only in the Hon'ble High Court, Kolkata.
22. Applications 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 staff of NITs notified by the MoE, Govt. of India. 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 OMs 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 Experiences will be as per the Recruitment Rules 2019 for the relevant posts.
27. Pay of selected candidates: Pay Band + Grade Pay and 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.
30. Candidate(s) applying for more than one post should fill in separate online application forms for each post and pay the required application fees separately.
31. Candidates belonging to SC/ST/OBC (NCL) / EWS category are required to submit self-attested copies of the latest Caste Certificate issued by the competent authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time and relaxation of age as per GOI, rule. The certificate for claiming reservation in the OBC (NCL) / EWS category must be valid on the closing date of the application.
32. 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.

REQUIREMENT OF DOCUMENTS / CERTIFICATIONS / DEGREES

- a. 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 or 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.
- b. Photo Identity Card issued by any Govt. agencies.

(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

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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.