



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)

Office Circular No.: RDO/1078/25

Date: 04.09.2025

Applications in prescribed format are invited from the eligible non-teaching employees of IEST, Shibpur for promotion to the following posts. Eligibility criteria and other details are as per Recruitment Rules (2019) for Non-Teaching Staffs of NITs and IEST, Shibpur. Duly filled in application form should be submitted to the Office of the Registrar (Receiving Section) by 23<sup>rd</sup> September, 2025.

Sl. No.	Name of the Post				
		SC	ST	UR	Total
01	Superintendent (SG-I)	0	0	01	01
02	Senior Superintendent	01	0	06	07
03	Superintendent	0	0	03	03
04	Assistant (SG-II)	0	0	01	01
05	Senior Assistant	01	0	04	05
06	Junior Assistant	01	0	04	05

  
कुलसचिव / Registrar

Memo No. : RDO/1078/25

Date: 04.09.2025

Copy forwarded to:

1. All Deans
2. All Heads of the Department / Centre / School
3. All Officers
4. Recruitment Cell
5. Institute Website

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
**FORM OF APPLICATION FOR DEPARTMENTAL PROMOTION**

**(In accordance with Recruitment Rules 2019**  
**(Vide MHRD Letter No. F.35-5/2018-TS.III dated 20.02.2019)**

1. **Name of Applicant**  
(In block Letters)
2. **Post applied for**
3. **Circular No. and date**
4. **a) Communication Address**  
  
**b) Mobile No.**  
**c) E-mail ID**
5. **Date of joining the Institute**
6. **Present Department / Section**
7. **a) Gender**  
**b) Category**  
(Gen/SC/ST/OBC (NCL)/EWS)  
**c) PWD (Yes / No)**  
**d) Date of Birth**
8. **Current Status**  
**a) Designation**  
**b) Level of Pay**  
**c) Date of Effect**

### 9. Educational Qualification :

Sl No	Name of the Examination	Board/University	Year of Passing the Examination	Division/ Class	% of Marks

**10. Working Experience :**

Sl. No.	Name of Post	Date of Effect	Duration of Post	Remarks

**11. Official Training Performed :**

Sl. No.	Name of Course	Duration of course	Remarks

**12. Details of regular promotions / career advancement (CAS/MACP) etc. :**

Sl No.	Name of Post	Nature of CAS / Promotion	Promoted to the post	Year of CAS / Promotion	Scale of Pay

**13. Any other information (Attach separate sheet if necessary) :****14. Declaration of the Applicant :**

I hereby declare that the above statements made by me are true and if anything is found to be false, my application is liable to be cancelled.

**Forwarded by the Head of the  
Department / Section**

**Signature of applicant  
with date**

**Recruitment Rules (2019) for the post of SUPERINTENDENT (SELECTION GRADE - I)**  
**in NITs**

Sl.No.	Particular	Criteria
1	Name of the Post	Superintendent (Selection Grade-I) ✓
2	Number of Post(s)	As per Sanctioned Strength
3	Classification	Group - B
4	Scale of Pay (Grade Pay, Band Pay)	PB - 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.5400/-
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Not Applicable ✓
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	100% 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><b><u>Promotion:</u></b> Superintendent SG-II with 2 years regular service with Grade Pay of Rs.4800/- through DPC and working performance record (APAR), through prescribed test and interview.</p> <p><b><u>Deputation (including short term Contract):</u></b> Officers of the Central / State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University / Institute of national importance:</p> <p><b><u>Educational Qualification:</u></b></p> <p>i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a</p>

K. B. Singh



Sl.No.	Particular	Criteria
		<p>recognized University or Institute with at least 50% marks or equivalent grade</p> <p>ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.</p> <p><b>Experience:</b></p> <p>i) holding analogous post; or</p> <p>ii) 2 years regular service with Grade Pay of Rs.4800/- as Superintendent (SG-II) or its equivalent post.</p>
12	If Departmental Promotion Committee exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not Applicable

*K. Rajan*

**Recruitment Rules (2019) for the post of SENIOR SUPERINTENDENT in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Superintendent
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
✓ 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	100% 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><b>Promotion:</b> At least 5 years regular service as Superintendent or Accountant (Existing) in PB-2, GP 4200/- or at least 5 years combined service of Assistant (SG-I) and Superintendent) in PB-2, Grade Pay of Rs.4200/-through DPC and working performance record (APAR), through prescribed test and interview.</p> <p><b>Deputation (including short term Contract):</b> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance:</p> <p><b>Educational Qualification:</b> i) First Class Bachelor's Degree or its equivalent from a recognized University or</p>

K. B. J.

Sl.No.	Particular	Criteria
		<p>Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade</p> <p>ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.</p> <p><u>Experience:</u></p> <p>i) holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.4200/- as Superintendent or its equivalent post.</p>
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Rajan*

**Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Superintendent
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 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	<b>Essential:</b> i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age bar:</b> Not applicable <b>Educational Qualification:</b> No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
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% by direct Recruitment 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	<b>Promotion:</b> Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

K. Raju



Sl.No.	Particular	Criteria
		<b>Deputation (including short term Contract):</b> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/ Institute of national importance: a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Rajin*



**Recruitment Rules (2019) for the post of ASSISTANT (SELECTION GRADE - II) in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant ( Selection Grade-II)
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2800/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
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	100% 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	<b>Promotion</b> Senior Assistant with 5 Years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview.
		<b>Deputation (including short term contract):</b> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/University/Institute of national importance:
		<b>Educational Qualification:</b> Bachelor's degree from a recognized University/institute with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.

K. Raju

Sl.No.	Particular	Criteria
		<u>Desirable:</u> Proficiency in other computer skills; stenography skills.  <u>Experience:</u> i) Holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.2400/- as Senior Assistant or its equivalent post.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Raju*

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

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Senior Assistant</b>
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  <b>Desirable:</b> Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Promotion</b> At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant) in PB-1, Grade Pay of Rs.2000/-through DPC and working performance record (APAR), through prescribed test and interview.

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Sl.No.	Particular	Criteria
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Raju*



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

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Junior Assistant</b>
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  <b>Desirable:</b> Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Promotion:</b> Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.

K. Raju



Sl.No.	Particular	Criteria
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Rajin*