Office Circular No.: RDO/ 1285 /25   **Date: 09.10.2025**

Applications in the prescribed format are invited from the eligible non-teaching employees of IIEST, Shibpur, for promotion to the following Officer Cadre Post at the Indian Institute of Engineering Science and Technology, Shibpur. Eligibility criteria and other details are as per the Recruitment Rules (2019) for Non-Teaching Staff of NITs and IIEST, Shibpur.

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

For detailed information refer to Institute's website:

https://www.iiests.ac.in/IIEST/Notices/?type=Employment

The applicant needs to apply through '**online**' mode, duly filled in all respects, on or before **October 29, 2025, by 5.00 p.m.** through the following Google form link:

https://forms.gle/Aa6AiZpe4spfipNS6

Applications that are incomplete and not submitted through online mode shall not be entertained.

09/10/25

कुलसचिव / Registrar

Memo No. : RDO/ 1285 /25   **Date: 09.10.2025**

Copy forwarded to:

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

পোঃ বোটানিক গার্ডেন,
হাওড়া–৭১১ ১০৩
পশ্চিমবঙ্গ, ভারত
দূরভাষ : (০৩৩) ২৬৬৮–১৫০৩
ইমেল : regis@iiests.ac.in
ওয়েবসাইট : www.iiests.ac.in

डाकघर : बोटानिक गार्डेन,
हावड़ा–711 103
पश्चिम बंगाल, भारत
फोन : (033) 2668-1503
ईमेल : regis@iiests.ac.in
वेबसाईट : www.iiests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iiests.ac.in
Website : www.iiests.ac.in

General Instruction and Information for
Promotion to the Post of Assistant Registrar

Office Circular No.: RDO/ 1285 /25   **Date: 09.10.2025**

1. Applicants must ensure that they possess all the requisite qualifications and experience required for the post as laid down in the advertisement.

2. The applicants are responsible for the 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 found at any point in time.

3. Mere possession of the prescribed qualification and experience does not ensure that the applicant will be called for a screening test/, 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 the screening test and /or presentation and /or interview.

6. Age, qualification, and experience will be counted on the last date of submission of the 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 must apply through 'online' mode** within the due date and time (i.e., **on or before October 29, 2025, by 5.00 p.m.**) through the following Google form link:

    https://forms.gle/Aa6AiZpe4spfipNS6

11. During Google form submission, the candidate should upload a scanned copy of the duly filled prescribed application form along with all documents, in a **single PDF file**. The application form is available at the Institute's website. Applicants must apply in the prescribed format only. No other format of application form will be entertained. Additional sheets may be attached if space is found to be insufficient. Application forms must be supported with attested /self-certified copies of Degrees/ Certificates, age proof, supporting documents for experience, and the information provided in the Google form and the Application form to be uploaded in the PDF format should be the same; otherwise, the application will be summarily rejected.

12. Candidates also need to send the signed copy of the duly filled-in application format (through proper channel) addressed to 'Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah 711103', superscribing 'Application for the Promotion to the Post of Assistant Registrar' on the sealed envelope **on or before October 30, 2025, by 5.00 p.m.**

13. Applications received as incomplete/not through the proper channel will be summarily rejected.

14. Candidates having any query may write to the Registrar, IIEST, 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.

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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). Similarly, PwD candidates shall be required to submit proof of the Physically Handicapped category issued by a competent medical authority (i.e., must be not less than 40% of relevant disability). The certificate for claiming the PwD category must be valid on the closing date of the online application.

16. Any correspondence whatsoever will lead to the cancellation of the candidature. Canvassing in any manner would entail the disqualification of candidature.

17. 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.

18. Applicants are requested to visit the Institute website regularly for any updates/corrigenda/addenda, etc.

19. The decision of the Authority shall be final.

20. The details regarding qualification/experience, etc., are as per the latest recruitment rules for non-teaching staff of NITs and IIEST, 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 the Interview.

21. Educational qualification and experience will be as per the Recruitment Rules for Non-Teaching Staff (2019) of NITs and IIEST, Shibpur.

22. 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.

23. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.

24. Reservation rules as per the Government of India shall be applicable.

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দূরভাষ ঃ (০৩৩) ২৬৬৮–১৫০৩
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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 the cancelled.

Forwarded by the Head of the
Department / Section

Signature of applicant
with date

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	**Essential:** **Educational Qualification & Experience:** 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. Or 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. **Desirable:** 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).