



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

Office Circular No.: RDO/851/23

Dated: 12<sup>th</sup> September, 2023

Applications in prescribed format are invited from the eligible non-teaching employees of IEST, Shibpur for promotion to the following post. Eligibility criteria and other details are as per NITs non-teaching Recruitment Rules 2019. Duly filled in application form should be submitted to the Office of the Registrar (Receiving Section) by 6<sup>th</sup> October, 2023.

Sl No	Name of the posts	As per 6 <sup>th</sup> CPC		Pay Level	Number of Vacancies						
		PB	GP		SC	ST	OBC	UR	EWS	PWD	Total
1.	Assistant Registrar	3	5400	10	0	0	0	1	0	1	2

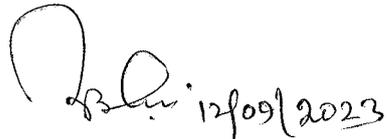
Sd/-  
(Dr. H.P. Sharma)  
Registrar (Actg.)

Memo No. : 851/23 (4)

Dated: 12<sup>th</sup> September, 2023

Copy forwarded to:

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

  
Registrar (Actg.)

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

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Assistant Registrar</b>
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><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification &amp; Experience:</u></b> 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><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance &amp; 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	<b>Promotion:</b> 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.  <b>Deputation (including Short Term Contract):</b> 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. Vijay



**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**