



**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/852/23

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.      | Junior Assistant  | 1                          | 2000 | 3         | 0                   | 0  | 0   | 6  | 0   | 0   | 6     |


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

Memo No. : 852/23 (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

  
12/09/2023  
Registrar (Actg.)

**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<br>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.<br><br><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<br>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.<br>25% by Promotion.  |
| 11.    | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made                                    | <b>Promotion:</b><br>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*



**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**