



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

Recruitment against Non -Teaching Posts

Advt. No. RO/MA/24/03

Date: 04.03.2024

Applications in the prescribed format are invited from the Indian Nationals for Direct Recruitment to the following Officer Cadre Post at the Indian Institute of Engineering Science and Technology, Shibpur.:

Sl. No.	Name of the Post	No. of Post	Pay Band & Grade Pay	Category
1.	Deputy Registrar	2	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/.	UR-1 OBC-1

For detailed information refer to Institute's website www.iiests.ac.in

The application duly filled in all respects should reach to the Registrar on or before 28.03.2024 by 5.30 p.m.


04/03/2024
Registrar

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy 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.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification:</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><u>Experience:</u></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><u>Desirable:</u></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 degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).</p>

K. Rajan

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 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% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	Promotion: Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). Deputation (including Short Term Contract): Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. 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, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. B. J.



General Instructions and Information for Recruitment in the Post of Deputy Registrar (Direct Recruitment and Promotional Recruitment):

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 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 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.
5. Age, qualification, experience will be counted on the last date of submission of application form.
6. Relaxation of age, qualification and experience, if any, are admissible as per Recruitment Rule 2019 and as per recommendation of Oversight Committee.
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 in case of Direct Recruitment. 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-certified 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:
‘Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah-711103’ within the last date as mentioned in the advertisement, superscribing ‘**Application for the Post of Deputy Registrar**’ on the envelope.
15. The applicants may also apply ‘online’, sending scanned copy of application along with the annexed documents including the receipt of fees to the Registrar, IEST, Shibpur at Email Id: recruitment.nonfac@iiests.ac.in



16. All communications in regard to recruitment will be made by email mentioning '**Recruitment for the post of Deputy Registrar**' in the subject of the mail. Candidates should check their email including SPAM folder regularly.
17. **The applicants belonging the UR and OBC (NCL) category should send the fees of Rs 1000/- to the following Account of IEST, Shibpur.**

Bank Name: UCO Bank

Branch Name: BESU Branch

Branch Account No.: 23690110091845

IFSC : UCBA0002369

(ZERO)

Bank MICR Code: 700028178

Branch Code: 2369

Swift Code: UCBAINBB001

18. **The applicants belonging to SC and ST category should send the fees of Rs 500/- to the above-mentioned Account.**
19. All original testimonials/documents are to be produced at the time of interview.
20. No TA/DA shall be paid for attending the interview.
21. Any correspondence, whatsoever, will lead to cancellation of the candidature. Canvassing in any manner would entail disqualification of candidature.
22. 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.
23. Applicants are requested to visit Institute website regularly for any corrigendum/addendum etc.
24. The decision of the Authority will be final.
25. The details regarding qualification/experience etc. are as per the latest recruitment rules for non-teaching staffs of NITs notified by the MoE. 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 OM's issued by MoE till the date of Interview.
26. Applications received as incomplete/not through proper channel will be summarily rejected.
27. Educational Qualifications and experience will be as per the Recruitment Rules for Non-Teaching Staff (2019) of NITS.



28. Pay of selected candidate for the Post of Deputy Registrar:

PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).

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

REQUIRMENT OF DOCUMENTS /CERTIFICATES/DEGREES/ SC, ST & OBC (NCL) if any

1. 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 of Examinations are required to be attached with the duly filled in application including the online payment receipt of fees of as mentioned above, failing which the application would be rejected.
2. Photo Identity Card (issued by the govt. agencies/last attended Institution/University).

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	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC (NCL)	<input type="checkbox"/>	EWS	<input type="checkbox"/>
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(b) Whether PWD

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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*(Please attach self certified copy of the certificates)

9. Total years of experience after attaining essential qualification

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.