

Draft Recruitment Rules (RRs) for Non-Teaching Posts in Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda

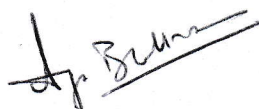


**Narayanpur- 732141, Malda
West Bengal**

6th May, 2019

1. Recruitment Rules for the post of 'Registrar' in GKCIET, Malda

1.	Name of the post	Registrar	
2.	No of Posts	One	
3.	Classification	Group - A	
4.	Scale of Pay	6 th CPC	PB-4 (Rs. 37400 - 67000) with Grade Pay of Rs. 10000/-
		7 th CPC	Level - 14
5.	Whether selection post or non selection post	As Applicable	
6.	Age limit for direct recruitment	Not exceeding 57 years	
7.	Educational and other qualifications required for direct recruitment	Not Applicable	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable	
9.	Period of probation, if any	Not Applicable	
10.	Method of recruitment: whether by direct recruitment or by deputation/contract and percentage of the vacancies to be filled by various methods	Deputation/contract basis for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.	
11.	In case of recruitment by deputation/contract, grades from which deputation/contract to be made	<p><u>Deputation/Contract Basis:</u> Officers under the Central/State Governments / Universities / Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU:</p> <p><u>Essential:</u> Master's Degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u> i) Holding Analogous post. ii) At least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- (Level 11 of the 7th CPC) and above or with 8 years of service in the AGP of Rs. 8000/- (Level 12 of the 7th CPC) and above including as Associate Professor along with 3 years experience in educational administration</p>	





		<p>Or</p> <p>iii) Comparable experience in research establishment and/or other institutions of higher education</p> <p>Or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs. 8700/-, Level 13 of the 7th CPC) or equivalent.</p> <p>Desirable:</p> <p>i) Qualification in the area of Management/Engineering/Law</p> <p>ii) Experience in computerized administration/ legal /financial/ establishment matters.</p>
12.	If DPC exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

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2. Recruitment Rules for the post of 'Deputy Registrar' in GKCIET, Malda

1.	Name of the post	Deputy Registrar	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - A	
4.	Scale of Pay	6 th CPC	PB-3 (Rs. 15600 – 39100) with Grade Pay of Rs. 7600/-.
		7 th CPC	Level – 12
		<p><i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose:</i></p> <p><i>After 5 years of regular service, Deputy Registrar shall move to Level-13 (GP of 8700/-) and re-designated as Joint Registrar.</i></p>	
5.	Whether selection post or non selection post	As Applicable	
6.	Age limit for direct recruitment	Not exceeding 50 years	
7.	Educational and other qualifications required for direct recruitment	<p><u>Essential:</u> Master's Degree in any discipline with at least 55% marks or its equivalent grade in the CGPA/grade 'B' in the UGC 7 points scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>i) At least 9 years experience as Assistant Professor in the AGP of Rs. 6000/- (Level 10 of the 7th CPC) and above along with 3 years experience in educational administration Or</p> <p>ii) Comparable experience in research establishment / industry and/or other institutions of higher education Or</p> <p>iii) 5 years of administrative experience as Assistant Registrar (GP of Rs. 5400/-, Level 10 of 7th CPC) or equivalent post</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management/Engineering/Law ii) Experience of computer applications/e-office system. iii) Experience in establishment/academic/financial administration in academic or research organizations.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age Bar: Not Applicable</p> <p>Qualification: As per Row 7.</p>	

9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment
10.	Method of recruitment: whether by direct recruitment or by deputation/contract and percentage of the vacancies to be filled by various methods	50% by direct recruitment, failing which through deputation / contract. 50% by promotion, failing which through deputation/ contract.
11.	In case of recruitment by deputation/ contract/promotion, grades from which deputation/ contract/promotion to be made	<p><u>Deputation/Contract Basis</u> Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or PSU/Industry: i) Holding Analogous post. ii) Qualification & experience as per Row 7</p> <p><u>Promotion</u> (i) Assistant Registrar with regular service of 5 years with GP of Rs. 5400/- (Level 10 of 7th CPC) and working performance record (APAR) (ii) Qualification as per Row 7</p>
12.	If a DPC exists what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable







3. Recruitment Rules for the post of 'System Manager' in GKCIET, Malda

1.	Name of the post	System Manager	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - A	
4.	Scale of Pay	6 th CPC	PB-3 (Rs. 15600 – 39100) with Grade Pay of Rs. 7600/-.
		7 th CPC	Level – 12
5.	Whether selection post or non selection post	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 50 years	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: Bachelor's & Master's Degree in Computer Science & Engineering/ Technology/Information Technology with at least 1st Class or equivalent either in BE/BTech or ME/MTech.</p> <p>Experience: 5 years experience in the post carrying GP of Rs. 5400/- (Level 10 of the 7th CPC) or equivalent in software and networking in industry/institution</p> <p>Desirable: Candidates with PhD in the related field shall be preferred.</p>	
8.	Whether age and education qualification prescribed for direct recruitment will apply in the case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment or by deputation/contract and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which through deputation/contract.	
11.	In case of recruitment by deputation/ contract, grades from which deputation/ contract to be made	<p>Deputation or on Contract Basis Qualification, experience and selection process are same as that of Row 7.</p>	

12.	If a DPC exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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4. Recruitment Rules for the post of 'Assistant Registrar' in GKCIET, Malda

1.	Name of the post	Assistant Registrar	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - A	
4.	Salary of Pay	6 th CPC	PB-3 (Rs.15600-39100/-) with GP of Rs. 5400/-
		7 th CPC	Level - 10 <i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, Assistant Registrar shall move to Level-11 (GP of 6600/-) with same designation.</i>
5.	Whether selection post or non selection post	As Applicable	
6.	Age limit for direct recruitment	Not exceeding 35 years	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC 7 point scale from a recognized University/Institute. Or Employees of the Institute serving as Superintendent with 8 years of experience in GP of Rs. 4200/- or 5 years of experience in GP of Rs. 4800/- and fulfilling essential educational qualification and working performance record (APAR).</p> <p>Desirable: i) Qualification in area of Management/Engineering/Law ii) Experience of computer applications/e-office system. iii) Experience in establishment/academic/financial administration in academic or research organizations.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age bar: Not Applicable Qualification & experience as per Row 11	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by	Direct recruitment/promotion, failing which by deputation/contract	

	deputation/contract and percentage of the vacancies to be filled by various methods	75% by direct recruitment, failing which by deputation/contract 25% by promotion, failing which by deputation/contract
11.	In case of recruitment by promotion/ deputation/contract, grades from which promotion/deputation to be made	<p><u>Promotion</u></p> <p>(i) Employees of the Institute serving as Superintendent with 8 years of experience in GP of Rs. 4200/- or 5 years of experience in GP of Rs. 4800/- and fulfilling essential educational qualification and working performance record (APAR).</p> <p>(ii) Qualification as per Row 7.</p> <p><u>Deputation/Contract Basis</u></p> <p>Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or Govt. Laboratory or PSU:</p> <p>i) Holding Analogous post.</p> <p>ii) Qualification as per Row 7.</p>
12.	If a DPC exists what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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5. Recruitment Rules for the post of 'Assistant Librarian' in GKCIET, Malda

1.	Name of post	Assistant Librarian	
2.	Number of Posts	As per sanctioned strength	
3.	Classification	Group - A	
4.	Scale of Pay	6 th CPC	PB-3 (Rs.15600-39100/-) with GP of Rs. 5400/-
		7 th CPC	Level - 10
			Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, Assistant Librarian shall move to Level-11 (GP of 6600/-) with same designation.
5.	Whether selection post or non-selection post	As applicable	
6.	Age limit for direct recruitment	Not exceeding 35 years	
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>i) A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 60% marks or its equivalent grade (6.5 in 10 point scale) or equivalent grade of 'B' in the UGC 7 point scale.</p> <p>ii) Qualified in the national level test such as NET/SLET/SET conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Desirable:</p> <p>(i) Knowledge of computer/computerized library service</p> <p>(ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>(iii) Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</p>	
8.	Whether educational and other qualifications prescribed for direct recruitment will apply in the case of promotees.	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct requirement or by deputation/contract and	Direct recruitment, failing which on deputation/contract.	

	percentage of the posts to be filled by various methods.	
11.	In case of recruitment by deputation/contract, grades from which deputation/contract to be made.	Deputation/Contract Basis Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or PSU: i) Holding Analogous post. ii) Qualification, experience and selection process are same as that of Row 7.
12.	If a Departmental Promotion Committee exists what is its composition.	Not Applicable
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not Applicable

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6. Recruitment Rules for the post of 'Foreman' in GKCIET, Malda

1.	Name of the Post	Foreman	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group – B	
4.	Scale of pay	6 th CPC	PB – 2 (Rs.9,300 –34,800/-) with GP of Rs. 5400/-
		7 th CPC	Level – 9
5.	Whether Selection Post or non-Selection Posts	As Applicable	
6.	Age limit for direct recruitment	Not Applicable	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: B. Tech in relevant discipline of Engineering/Technology or its equivalent with 60% marks from a recognized University or Institute. Or 3 years Diploma in relevant discipline of Engineering/Technology or its equivalent with 60% marks from a recognized University or Institute.</p> <p>Experience: 5 years as Technician/Sr. Technician or Laboratory/Sr. Technical/Technical Assistant in workshops/laboratories of relevant discipline in Industries/ Universities/Technical Institutions at GP of Rs. 4200/- or equivalent for those having B. Tech Degree Or 8 years as Technician/Sr. Technician or Laboratory/Sr. Technical/Technical Assistant in workshops/laboratories of relevant discipline in Industries/ Universities/Technical Institutions at GP of Rs. 4200/- or equivalent for those having Diploma Degree</p> <p>Desirable: Knowledge of computer based applications in relevant field.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Age bar: Not Applicable Qualification & experience as per Row 10	
9.	Period of probation, if any	Not Applicable	

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/contract & percentage of the vacancies to be filled by various methods	50% by direct recruitment, failing which by deputation/contract. 50% by promotion, failing which by deputation/contract. <u>(i) In case of promotion:</u> Qualification and experience as per Row 7. <u>(ii) In case of deputation/contract:</u> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University /Institute of national importance: i) Holding analogous post ii) Educational qualification and experience as per Row 7.
11.	In case of recruitment by deputation/ contract, grades from which deputation/contract to be made	<u>Deputation/Contract:</u> As per Row 10(ii).
12.	If DPC exists, what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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7. Recruitment Rules for the post of 'Data Operator' in GKCIET, Malda

1.	Name of the post	Data Operator	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group – B	
4.	Scale of Pay	6 th CPC	PB-2 (Rs. 9300-34800) with GP of Rs. 4200
		7 th CPC	Level – 6
		<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, Data Operator shall move to Level-8 (GP of 4800/-) with same designation.</i>	
5.	Whether selection post or non selection post	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 35 years	
7.	Educational and other qualifications required for direct recruitment	<p><u>Essential:</u> BE/B.Tech or equivalent in Computer Science/Information Technology with 1st Class or equivalent grade from a recognized University/Institution. Or MCA/M. Sc. in Computer Science/ Information Technology with 1st Class or equivalent grade from a recognized University/Institution.</p> <p><u>Experience:</u> 5 years experience in data processing in related field.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment whether by direct recruitment or by deputation/contract and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which by deputation/contract	

11.	In case of recruitment by deputation/ contract, grades from which deputation /contract to be made	Deputation/Contract: Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University /Institute of national importance: i) Holding analogous post ii) Qualification and experience as per Row 7.
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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8. Recruitment Rules for the post of 'Superintendent' in GKCIET, Malda

1.	Name of the post	Superintendent	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - B	
4.	Salary of Pay	6 th CPC	PB-2 (Rs. 9300-34800/-) with GP of Rs. 4200/-
		7 th CPC	Level - 6
		<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, Superintendent shall move to Level-8 (GP of 4800/-) with same designation.</i>	
5.	Whether selection post or non selection post	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 30 years	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline with good academic record. Or Master's Degree in any Discipline from a recognized University or Institute with at least 50% marks or equivalent grade</p> <p>Desirable: (i) Knowledge of computer applications/ e-office system, Word processing, Spread Sheet etc.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age bar: Not Applicable Qualification: as per Row 7.	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment/promotion or by deputation/contract	50% by direct recruitment, failing which by deputation/contract 50% by promotion, failing which by deputation/contract	

	and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by deputation / contract/promotion, grades from which deputation/ contract/promotion to be made.	<p>Promotion Employees from the Institute serving as UDC with 6 years experience at GP of Rs. 2800/-, and fulfilling educational qualification mentioned in Row 7 and working performance record (APAR).</p> <p>Deputation/Contract: Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University /Institute of national importance: i) Holding analogous post ii) Qualification & experience as per Row 7</p>
12.	If a DPC exists what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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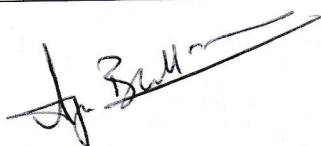
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9. Recruitment Rules for the post of 'Senior Technical Assistant' in GKCIET, Malda

1.	Name of the Post	Senior Technical Assistant	
2.	Number of posts	As per sanction strength	
3.	Classification	Group – B	
4.	Scale of Pay	6 th CPC	PB – 2 (Rs.9,300 –34,800/-) with GP of Rs. 4200/-.
		7 th CPC	Level – 6
			<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, Sr. Technical Assistant shall move to Level-8 (GP of 4800/-) with same designation.</i>
5.	Whether Selection Post or non-Selection Posts	Selection/Promotion	
6.	Age limit for direct recruitment	Not exceeding 35 years.	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: BE/BTech in relevant discipline with 1st Class or equivalent grade from a recognized University/Institute</p> <p>Experience: 5 years of experience as Technical Assistant in relevant field.</p> <p>Or</p> <p>Essential: First Class Diploma in Engineering/Technology in relevant field with good academic record.</p> <p>Experience: 6 years of experience as Technician/Technical Assistant in reputed Institutions/Industries/ITIs etc.</p> <p>Desirable: Knowledge of computer applications.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age bar: Not Applicable</p> <p>Educational Qualification: As per Row 7.</p>	

9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment
10.	Method of recruitment : whether by direct recruitment or by promotion or by deputation/contract & percentage of the vacancies to be filled by various methods	Direct recruitment/promotion 50% by direct recruitment 50% by promotion
11.	In case of recruitment by promotion, grades from which promotion to be made	<u>In case of promotion:</u> Qualification: Diploma or equivalent in relevant trade of Engineering/Technology from a recognized board with excellent academic record. Or First Class B. Sc Degree in relevant field from a recognized University/Institute in case of Science Disciplines. Experience: 6 years as Technical Assistant in the Institute.
12.	If DPC exists, what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

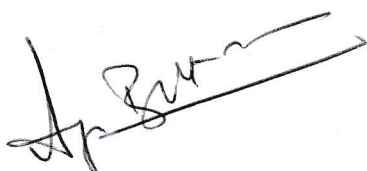






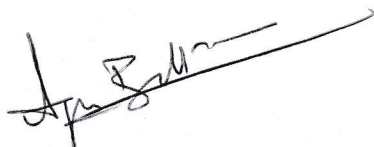
10. Recruitment Rules for the post of 'Technical Assistant' in GKCIET, Malda

1.	Name of the post	Technical Assistant	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - C	
4.	Salary of Pay	6 th CPC	PB-1(Rs. 5200-20200/-) with GP of Rs. 2800/-
		7 th CPC	Level – 5
			<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, Tech. Assistant shall move to Level-6 (GP of 4200/-) with same designation.</i>
5.	Whether selection post or non selection post	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 30 years	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: Diploma or equivalent in relevant trade of Engineering/Technology from a recognized board with excellent academic record. Or First Class B. Sc Degree in relevant field from a recognized University/Institute in case of Science Disciplines.</p> <p>Desirable: (i) Preferable with experience in relevant field/trade (ii) Knowledge of computer applications.</p>	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment or by deputation/contract and percentage of the vacancies to be filled by various methods	Direct Recruitment	





11.	In case of recruitment by deputation/contract, grades from which deputation/contract to be made.	Not Applicable
12.	If a DPC exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable







11. Recruitment Rules for the post of 'Junior Engineer (Civil)' in GKCIET, Malda

1.	Name of the Post	Junior Engineer (Civil)	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group – C	
4.	Scale of Pay	6 th CPC	PB-1(Rs. 5200-20200/-) with GP of Rs. 2800/-
		7 th CPC	Level – 5
			<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, JE shall move to Level-6 (GP of 4200/-) with same designation.</i>
5.	Whether Selection Post or non-Selection Posts	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 30 years.	
7.	Educational and other qualifications required for direct recruitment	Essential: Diploma in Civil Engineering/Technology or equivalent with good academic record. Desirable: (i) Knowledge of computer applications.	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment : whether by direct recruitment or by promotion or by deputation/contract & percentage of the vacancies to be filled by various methods	Direct recruitment.	
11.	In case of recruitment by promotion/ Deputation/contract, grades from which promotion/	Not Applicable	

	deputation/contract to be made	
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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12. Recruitment Rules for the post of 'Junior Engineer (Electrical)' in GKCIET, Malda

1.	Name of the Post	Junior Engineer (Electrical)	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group - C	
4.	Scale of Pay	6 th CPC	PB-1(Rs. 5200-20200/-) with GP of Rs. 2800/-
		7 th CPC	Level - 5
		<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 6 years of regular service, JE shall move to Level-6 (GP of 4200/-) with same designation.</i>	
5.	Whether Selection Post or non-Selection Posts	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 30 years.	
7.	Educational and other qualifications required for direct recruitment	Essential: Diploma in Electrical Engineering/Technology with good academic record. Desirable: (i) Knowledge of computer and applications.	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment : whether by direct recruitment or by promotion or by deputation/contract & percentage of the vacancies to be filled by various methods	Direct recruitment.	
11.	In case of recruitment by promotion/ deputation/contact, grades from which promotion/	Not Applicable	

	deputation/contract to be made	
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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13. Recruitment Rules for the post of 'Upper Division Clerk/Cashier' in GKCIET, Malda

1.	Name of the post	UDC/Cashier	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - C	
4.	Scale of Pay	6 th CPC	PB -1(Rs. 5200-20200) with GP of Rs. 2400/-
		7 th CPC	Level - 4
		<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, UDC shall move to Level-5 (GP of 2800/-) with same designation.</i>	
5.	Whether selection post or non selection post	As Applicable	
6.	Age limit for direct recruitment	Not exceeding 33 years.	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: 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.</p> <p>Desireable: (i) Bachelor's degree from a recognized University/Institute (ii) Proficiency in other computer and stenography skills.</p>	
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	<p>Age bar: Not Applicable Educational Qualification: As per Row 7</p>	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/contract and percentage of the vacancies to be filled by various methods	<p>Direct recruitment/promotion.</p> <p>50% by direct recruitment 50% by promotion</p>	

11.	In case of recruitment by promotion, grades from which promotion to be made	Promotion: At least 5 years experience as LDC in the Institute with GP of Rs. 1900/- (Level 2 of 7 th CPC) through DPC and working performance record (APAR) through prescribed test and interview.
12.	If a DPC exists what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

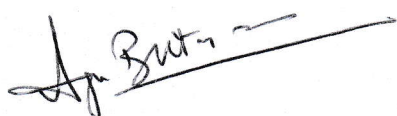
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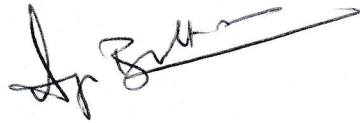
14. Recruitment Rules for the post of 'Lower Division Clerk-cum-Typist' in GKCIET, Malda

1.	Name of the post	LDC-cum-Typist	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - C	
4.	Scale of Pay	6 th CPC	PB -1 (Rs. 5200-20200) with GP of Rs. 1900/-
		7 th CPC	Level – 2 <i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, LDC shall move to Level-4 (GP of 2400/-) with same designation.</i>
5.	Whether selection post or non selection post	As Applicable	
6.	Age limit for direct recruitment	Not exceeding 27 years.	
7.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> 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. <u>Desireable:</u> (i) Proficiency in other computer and stenography skills.	
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Age bar: Not Applicable Educational Qualification: As per Row 7.	
9.	Period of probation, if any	1 year and extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment or by promotion/ or by deputation/contract and percentage of the vacancies to be filled by various methods	Direct recruitment/promotion 50% by direct recruitment 50% by promotion	





11.	In case of recruitment by promotion, grades from which promotion to be made	Promotion: 3 years experience as MTS in the Institute with GP of Rs. 1800/- (Level 1 of 7 th CPC).
12.	If a DPC exists what is its composition	As per rules.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable







15. Recruitment Rules for the post of 'Multi-Tasking Staff' in GKCIET, Malda

1.	Name of the post	MTS	
2.	No of Posts	As per sanctioned strength	
3.	Classification	Group - C	
4.	Scale of Pay	6 th CPC	PB -1(Rs. 5200-20200) with GP of Rs. 1800/-
		7 th CPC	Level – 1
			<i>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 3 years of regular service, MTS shall move to Level-2 (GP of 1900/-) with same designation.</i>
5.	Whether selection post or non selection post	Selection Post	
6.	Age limit for direct recruitment	Not exceeding 27 years.	
7.	Educational and other qualifications required for direct recruitment	<p>Essential: Passed 10th Class or its equivalent/ITIs examination.</p> <p>Desireable: (i) Experience in relavant field is preferable (ii) Knowledge of computer applications</p>	
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees	Not Applicable	
9.	Period of probation, if any	1 year and extendable by another 1 year	
10.	Method of recruitment: whether by direct recruitment or by promotion/ or by deputation/contract and percentage of the vacancies to be filled by various methods	Direct recruitment.	

11.	In case of recruitment by promotion/deputation/contract, grades from which promotion/deputation/contract to be made	Not Applicable
12.	If a DPC exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Dr. Bhat

9/2/2014

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