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	Deputation/Contract Basis: Officers under the Central/State Governtments / Universities / Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU: Essential: 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. Experience: 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	

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	2	Or iii) Comparable experience in research establishment and/or other institutions of higher education Or 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. Desirable: i) Qualification in the area of Management/Engineering/Law ii) Experience in computerized administration/ legal /financial/establishment matters.
12.	If DPC exists what is its	Not Applicable
	composition	N. P. I.I.
13.	Circumstances in which	Not applicable
	UPSC is to be consulted	
	in making recruitment	

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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	
		Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, Deputy Registrar shall move to Level-13 (GP of 8700/-) and re-designated as Joint Registrar.	
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	Essential: 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.	
		 Experience: At least 9 years experience as Assistant Professor in the AG of Rs. 6000/- (Level 10 of the 7th CPC) and above along with years experience in educational administration Or Comparable experience in research establishement / industrand/or other institutions of higher education Or 5 years of administrative experience as Assistant Registra (GP of Rs. 5400/-, Level 10 of 7th CPC) or equivalent post 	
		 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 oganizations. 	
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.	

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9.	Period of probation, if	1 year and extendable by another 1 year for direct recruitment
	any	
10.	Method of recruitment:	50% by direct recruitment, failing which through deputation /
	whether by direct	contract.
	recruitment or by	50% by promotion, failing which through deputation/contract.
-	deputation/contract	
	and percentage of the	
	vacancies to be filled by	
	various methods	
11.	In case of recruitment	Deputation/Contract Basis
	by deputation/	Officers under the Central/State Governtments / Universities /
	contract/promotion,	University level Institution or Institute of National Importance or
	grades from which	PSU/Industry:
	deputation/	i) Holding Analogous post.
	contract/promotion to	ii) Qualification & experience as per Row 7
	be made	
		Promotion
	-	(i) Assistant Registrar with regular service of 5 years with GP of
		Rs. 5400/- (Level 10 of 7th CPC) and working performance
	* v v	record (APAR)
	0 1 20 20 20 20 20 20 20 20 20 20 20 20 20	(ii) Qualification as per Row 7
	v v	
12.	If a DPC exists what is	As per rules.
	its composition	
13.	Circumstances in which	Not Applicable
Visit of Control of	UPSC is to be consulted	
-	in making recruitment	

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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	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. 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 Desirable: Candidates with PhD in the related field shall be preferred.	
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	Deputation or on Contract Basis Qualification, experience and selection process are same as that of Row 7.	

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

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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	
	**,		
	E 1	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.	
5.	Whether selection post	As Applicable	
	or non selection post		
6.	Age limit for direct	Not exceeding 35 years	
	recruitment		
7.	Educational and other	Essential:	
	qualifications required	Master's degree in any discipline with at least 55% marks or its	
	for direct recruitment	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	
	, a	and working performance record (APAR).	
		and working performance record (in my).	
	a de la companya de l		
		Desirable:	
		i) Qualification in area of Management/Engineering/Law	
,,	* * * * * * * * * * * * * * * * * * * *	ii) Experience of computer applications/e-office system.	
		iii) Experience in establishment/academic/financial	
	· v v v	administration in academic or research oganizations.	
8.	Whether age and		
	educational	Age bar: Not Applicable	
	qualifications	Qualification & experience as per Row 11	
	prescribed for direct		
	recruitment will apply		
	in the case of		
	promotees		
9.	Period of probation, if	1 year and extendable by another 1 year for direct recruitment	
	any		
10.	Method of recruitment	Direct recruitment/promotion, failing which by	
	whether by direct	deputation/contract	
	recruitment or by		
	promotion or by		

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

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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		nctioned strength
3.	Classification	Group - A	
4.	Scale of Pay	6th 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 applic	able
6.	Age limit for direct recruitment	Not exce	eding 35 years
7.	Educational and other qualifications required for direct recruitment	Essential: 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. 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. Desirable: (i) Knowledge of computer/computerized library service (ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent. (iii) Candidate with higher degree (PhD or equivalent) in	
	**************************************		relevant Discipline shall be preferred.
8.	Whether educational and other qualifications prescribed for direct recruitment will apply in the case of promotees.		
9.	Period of probation, if	1 year a	nd extendable by another 1 year for direct recruitment
	any		
10.	Method of recruitment: whether by direct requirement or by deputation/contract and	Direct re	ecruitment, failing which on deputation/contract.

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. 4	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 Governtments / 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	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.	
		Experience: 5 years as Technician/Sr. Technician or Laboratory/Sr. Technical/Technical Assistant in workshops/laboratories of relavent 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 relavent discipline in Industries/ Universities/Technical Institutions at GP of Rs. 4200/- or equivalent for those having Diploma Degree Desirable: Knowledge of computer based applications in relevant field.	
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	

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	10.	Method of recruitment:	50% by direct recruitment, failing which by deputation/contract.		
		whether by direct	50% by promotion, failing which by deputation/contract.		
		recruitment or by			
ı		promotion or by	(i) In case of promotion:		
	-	deputation/contract &	Qualification and experience as per Row 7.		
	8	percentage of the			
		vacancies to be filled	(ii) In case of deputaion/contract:		
	-2	by various methods	Officers of the Central/State Govt. or similar organized		
	3.5		services/semi-Govt./PSU/autonomous organization/ University		
			/Institute of national importance:		
	50		i) Holding analogous post		
			ii) Educational qualification and experience as per Row 7.		
	11.	In case of recruitment	<u>Deputation/Contract</u> :		
		by deputation/	As per Row 10(ii).		
		contract, grades from			
		which			
		deputation/contract to			
		be made			
1	-				
	12.	If DPC exists, what is its	As per rules.		
-		composition	N . A . P . 11		
	13.	Circumstances in	Not Applicable		
		which UPSC is to be			
		consulted in making			
-		recruitment			

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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		ctioned strength	
3.	Classification	Group – B		
4.	Scale of Pay		PB-2 (Rs. 9300-34800) with GP of Rs. 4200	
		7 th CPC	Level – 6	
		-	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	
5.	Whether selection post	Selection F	designation.	
5.	or non selection post	Selection r	rust	
6.	Age limit for direct recruitment	Not exceed	ding 35 years	
7.	Educational and other qualifications required for direct recruitment	Essential: BE/B.Tech or equiavelent 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. Experience: 5 years experience in data processing in related field.		
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 depuation/contract		

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11.	In case of recruitment by deputation/ contract, grades from which deputation /contract to be made If DPC exists, what is its composition	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. 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 sa	nctioned strength	
3.	Classification	Group - B		
4.	Salary of Pay	6 th CPC 7 th CPC	PB-2 (Rs. 9300-34800/-) with GP of Rs. 4200/- Level – 6	
			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.	
5.	Whether selection post or non selection post	Selection		
6.	Age limit for direct recruitment		eding 30 years	
7.	Educational and other qualifications required for direct recruitment	First Class Bachelor's Degree or its equivalent from a		
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/promot ion or by deputation/contract	50% by direct recruitment, failing which by deputation/contract 50% by promotion, failing which by deputation/contract		

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

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Annexure-I

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 - I	В	
4.	Scale of Pay	6 th CPC	PB – 2 (Rs.9,300 –34,800/-) with GP of Rs. 4200/	
		7 th CPC	Level – 6 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.	
5.	Whether Selection Post or non-Selection Posts		/Promotion	
6.	Age limit for direct recruitment		eding 35 years.	
7.	Educational and other qualifications required for direct recruitment	Essential: BE/BTech in relevant discipline with 1st Class or equivalent grade from a recognized University/Institute Experience: 5 years of experience as Technical Assistant in relevent field. Or Essential: First Class Diploma in Engineering/Technology in releavant field with good academic record. Experience: 6 years of experience as Technician/Technical Assistant in reputated Institutions/Industries/ITIs etc.		
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Desirable: Knowledge of computer applications. Age bar: Not Applicable Educational Qualification: As per Row 7.		

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_	D 1 C 1	1 year and extendable by another 1 year for direct recruitment
9.	Period of probation, if	T year and extendable by another T year for direct rest aromatic
	any	
10.	Method of	Direct recruitment/promotion
	recruitment : whether	
	by direct recruitment	50% by direct recruitment
	or by promotion or by	50% by promotion
		3070 by promotion
	deputation/contract &	
	percentage of the	
	vacancies to be filled	
	by various methods	
	10 10	
11.	In case of recruitment	In case of promotion:
	by promotion, grades	
	from which	Qualification: Diploma or equivalent in relevant trade of
	promotion to be made	Engineering/Technology from a recognized board with
	promotion to be made	excellent academic record.
	1 A 42 A	Or
		First Class B. Sc Degree in relevent field from a recognized
		First class B. Sc Degree in relevent 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	As per rules.
	its composition	
20.0	165 Composition	
12	Circumstances in	Not Applicable
13.		Not Applicable
	which UPSC is to be	
	consulted in making	
	recruitment	

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

1.	Name of the post	Technical	Technical Assistant		
2.	No of Posts	As per san	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		
200 E			Upradation 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.		
5.	Whether selection post or	Selection I	Post		
	non selection post				
6.	Age limit for direct	Not exceed	ding 30 years		
	recruitment				
7.	Educational and other	Essential :			
11	qualifications required for		r equivalent in relevent trade of		
	direct recruitment		ng/Technology from a recognized board with		
			academic record.		
-		Or			
		First Class B. Sc Degree in relevent field from a recognized			
		University	/Institute in case of Science Disciplines.		
21		4			
8		<u>Desirable</u>			
	4		eferable with experience in relavent field/trade		
			owledge of computer applications.		
8.	Whether age and	Not Applie	cable		
	educational qualifications	i e			
	prescribed for direct				
	recruitment will apply in				
	the case of promotees				
9.	Period of probation, if any		extendable by another 1 year for direct recruitment		
10.	Method of recruitment:	Direct Rec	ruitment		
1	whether by direct				
	recruitment or by				
	deputation/contract and	*			
	percentage of the vacancies				
	to be filled by various				
	methods	a 2			

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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	*

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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/-	
A.	8 8 9	7 th CPC	Level – 5	
			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.	
5.	Whether Selection Post or non-Selection Posts	Selection		
6.	Age limit for direct recruitment	Not excee	ding 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) K	nowledge 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	d extendable by another 1 year for direct recruitment	
10.	Method of recruitment: whether by direct recruitment or by promotion or by	Direct recruitment.		
	deputation/contract & percentage of the vacancies to be filled by various methods			
11.	In case of recruitment by promotion/ Deputation/contract, grades from which promotion/	Not Applicable		

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	deputation/contract to be made		8	
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			
		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.			
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:			
_	1471 1	(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			

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	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 7 th CPC	PB -1(Rs. 5200-20200) with GP of Rs. 2400/- Level – 4
			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.
5.	Whether selection post or non selection post	As Applica	ble
6.	Age limit for direct recruitment	Not exceeding 33 years.	
7.	Educational and other qualifications required for direct recruitment	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.	
			e : chelor's degree from a recognized University/Institute oficiency 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		ruitment/promotion. rect recruitment romotion

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11.	In case of recruitment by promotion, grades from which promotion to be	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.
200	made	
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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Annexure-I

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

1.	Name of the post	LDC-cum	n-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
			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.
5.	Whether selection	As Applio	cable
	post or non		
	selection post		
6.	Age limit for direct	Not exce	eding 27 years.
4	recruitment		
7.	Educational and	Essentia	
	other qualifications	Senior Secondary (10+2) from a recognized board with a minimum	
	required for direct		peed of 35 w.p.m. and proficiency in computer Word
	recruitment	processi	ng and Spread Sheet.
		y Y	
		Desireal	ole : roficiency in other computer and stenography skills.
8.	Whether age and		N. A. A. B L.L.
	educational		Not Applicable
	qualification	Educatio	nal Qualification: As per Row 7.
	prescribed for direct recruitment will		
8:			
	apply in the case of	, = 5.44,	
9.	promotees Period of probation,	1 year ar	nd extendable by another 1 year for direct recruitment
٦.	if any	1 year ar	in extendible by another 1 jour for an observer assured
10.	Method of	Direct re	cruitment/promotion
10.	recruitment:	Direction	
	whether by direct	50% by	direct recruitment
	recruitment or by		promotion
	promotion/ or by		
	deputation/contract		
	and percentage of	1 . 1	
	the vacancies to be	§	
	filled by various		
	methods		
	_		

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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

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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 - (
4.	Scale of Pay	6 th CPC	PB -1(Rs. 5200-20200) with GP of Rs. 1800/-
		7 th CPC	Level – 1
			Upgradation to be assessed by the DPC as constituted by
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		the Institute for the purpose:
			After 3 years of regular service, MTS shall move to
			Level-2 (GP of 1900/-) with same designation.
5.	Whether selection	Selection	Post
	post or non		
	selection post		
6.	Age limit for direct	Not exce	eding 27 years.
	recruitment	3	
7.	Educational and	Essentia	
	other qualifications	Passed 10 th Class or its equivalent/ITIs examination.	
	required for direct recruitment	Decimable	
	recruitment	<u>Desireable</u> : (i) Experience in relavant field is preferable	
		. 3.5	nowledge of computer applications
8.	Whether age and	Not Appl	icable
	educational qualification	2. 2. 2.	
	prescribed for direct	a = = = =	
	recruitment will	1 2 3	
	apply in the case of	× 1	
	promotees		
9.	Period of probation,	1 year and extendable by another 1 year	
	if any		
10.	Method of	Direct re	cruitment.
	recruitment:		
	whether by direct		
	recruitment or by	0	
1	promotion/ or by		
	deputation/contract and percentage of	ı	
	the vacancies to be	27	
	filled by various	3 2 2	
	methods		
2			
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11.	In case of	Not Applicable
	recruitment by	
-	promotion/deputati	
	on/contract, grades	
	from which	
	promotion/	
	deputation/	
	contract to be made	
12.	If a DPC exists what	Not Applicable
-	is its composition	
13.	Circumstances in	Not Applicable
	which UPSC is to be	
	consulted in making	
	recruitment	

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