

Recruitment Rules for Non-Teaching Positions  
at GKCIET, Malda, West Bengal,  
29th October, 2020

## Recruitment Rules for Non-Teaching Posts of GKCIET

### 1: Recruitment Rules for the post of Security Officer

<b>1</b>	<b>Name of the post</b>	:	<b>Security Officer</b>
<b>2</b>	<b>Number of post</b>	:	01 (One)
<b>3</b>	<b>Classification</b>	:	Group-B
<b>4</b>	<b>Scale of Pay</b>	:	<p><b>6th CPC</b> GP of Rs. 5400/-</p> <p><b>7th CPC</b> Level-9 with Entry Pay of Rs. 53,100/- After 5 years of regular service, Security Officer shall move to Level-10 with same designation Upgradation to be assessed by DPC as constituted by the Institute for the purpose</p>
<b>5</b>	<b>Whether selection post or non-selection post</b>	:	Not Applicable
<b>6</b>	<b>Age limit for direct recruitment</b>	:	35 Years
<b>7</b>	<b>Educational and other qualifications required for direct recruitment</b>	:	<p><b>Essential</b> Bachelor degree from a recognized University/Institute with 5 years' experience in Supervising position in Army/Central paramilitary Forces/Government Organizations/Educational Institutions/Private Organization. <i>(Preference will be given to the persons who have served in the Army/Central Paramilitary Forces or such uniformed services and possessing a valid Arms license.)</i></p> <p><b>Desirable</b> (i) Training and handling emergency situation like Fire Fighting, Rescue Operation, Floods Earthquake etc. (ii) Possessing a Diploma certificate in Security Operations/Fire Safety and disaster management from a University/Institute/Reputed Organisation.</p>
<b>8</b>	<b>Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees</b>	:	Not Applicable
<b>9</b>	<b>Period of probation, if any</b>	:	1 year and extendable by another 1 year for direct recruitment
<b>10</b>	<b>Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption</b>	:	100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.

	<b>and percentage of the posts to be filled by various methods</b>		Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.
<b>11</b>	<b>In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made</b>	<b>:</b>	<b>Deputation/Contract Basis</b> Officers of Central/State Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National Importance. Holding Analogous post on regular basis and possessing Essential Qualification and Experience as prescribed in row 7 above.
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>:</b>	Not Applicable
<b>13</b>	<b>Reservation</b>	<b>:</b>	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	<b>:</b>	Nil

## 2: Recruitment Rules for the post of Assistant Engineer

1	Name of the post	:	<b>Assistant Engineer</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-B
4	Scale of Pay	:	<p><b>6th CPC</b> GP of Rs. 5400/-</p> <p><b>7th CPC</b> Level-9 with Entry Pay of Rs. 53,100/- After 5 years of regular service, Assistant Engineer shall move to Level-10 with same designation Upgradation to be assessed by DPC as constituted by the Institute for the purpose</p>
5	Whether selection post or non-selection post	:	Not applicable
6	Age limit for direct recruitment	:	35 Years
7	Educational and other qualifications required for direct recruitment	:	<p><b>Essential:</b> First class Bachelor's degree or equivalent grade in Engineering and Technology in Civil Engineering from a recognized University/Institute.</p> <p><b>Desirable:</b> i) Experience in handling construction projects/ Maintenance of civil engineering assets. ii) Knowledge of computer-aided Design (CAD) and latest IT Technologies/other relevant software applications.</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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	<p>100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.</p> <p>Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.</p>
11	In case of recruitment by promotion or by deputation or absorption,	:	<p><b>Deputation/Contract Basis</b> Officers from CPWD/State PWD or similar organized services/ semi-Govt. /PSU/Statutory</p>

	<b>grades from which promotion or deputation or absorption to be made</b>		or Autonomous organization/ University, Institutes of National Importance. i) Holding Analogous post on regular basis ii) Possessing qualification as per Row 7
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not Applicable
<b>13</b>	<b>Reservation</b>	:	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	:	Nil

### 3: Recruitment Rules for the post of P.A. to Director

1	Name of the post	:	<b>P.A. to Director</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-B
4	Scale of Pay	:	<p><b>6th CPC</b> GP of Rs. 4200/-</p> <p><b>7th CPC</b> Level-6 with Entry Pay of Rs. 35,400/- After 6 years of regular service, concerned employee shall move to Level-7 with same designation Upgradation to be assessed by DPC as constituted by the Institute for the purpose</p>
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 years
7	Educational and other qualifications required for direct recruitment	:	<p><b>Essential:</b> Bachelor's degree or equivalent from a recognized University/Institute with minimum speed in short hand 100 w.p.m. in stenography in English</p> <p><b>Desirable:</b> (i) Proficiency in Computer Word Processing/e-office system, and spread sheet. (ii) Proficiency in speaking and writing of English and Hindi</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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	<p>100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.</p> <p>Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.</p>
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or	:	<p><b>Deputation/Contract Basis</b> Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous</p>

	<b>deputation or absorption to be made</b>		Organization/University/Institutes of National Importance. i) Holding Analogous post on regular basis ii) Possessing qualification and experience as per Row 7
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not Applicable
<b>13</b>	<b>Reservation</b>	:	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	:	Nil

#### 4: Recruitment Rules for post of Section Officer

1	Name of the post	:	<b>Section Officer</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-B
4	Scale of Pay	:	<b>6th CPC</b> GP of Rs. 4800/- <b>7th CPC</b> Level-8 with Entry Pay of Rs. 47,600/- Upgradation to be assessed by DPC as constituted by the Institute for the purpose After 5 years of regular service, Section Officer shall move to Level-9 with same designation
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 years
7	Educational and other qualifications required for direct recruitment	:	<b>Essential:</b> Master's degree in any discipline from a recognized University/Institute with at least 50% marks or equivalent grade.  <b>Desirable:</b> (i) Proficiency in Computer Word Processing, Spread Sheet and other computer skills (ii) Experience in handling educational administration etc. (iii) Proficiency in speaking and writing of English and Hindi
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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.  Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to	:	<b>Deputation/Contract Basis</b> Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National



	<b>be made</b>		Importance. i) Holding Analogous post on regular basis ii) Possessing qualification and experience as per Row 7
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not Applicable
<b>13</b>	<b>Reservation</b>	:	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	:	Nil

## 5. Recruitment Rules for the post of Assistant

1	Name of the post	:	<b>Assistant</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-B
4	Scale of Pay	:	<b>6th CPC</b> GP of Rs. 4200/- <b>7th CPC</b> Level-6 with Entry Pay of Rs. 35,400/- After 6 years of regular service, concerned employee shall move to Level-7 with same designation Upgradation to be assessed by DPC as constituted by the Institute for the purpose
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 years
7	Educational and other qualifications required for direct recruitment	:	<b>Essential:</b> Bachelor's degree in any discipline from a recognized University/Institute with minimum typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  <b>Desirable:</b> (i) Proficiency in other computer skills, e-office (ii) Proficiency in speaking and writing of English and Hindi
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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.  Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	<b>Deputation/Contract Basis</b> Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National Importance.

			i) Holding Analogous post on regular basis ii) Possessing qualification and experience as per Row 7
12	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not applicable
13	<b>Reservation</b>	:	Not applicable, since there is only one post.
14	<b>Remarks</b>	:	Nil

## 6. Recruitment Rules for the post of Driver

1	Name of the post	:	<b>Driver</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-C
4	Scale of Pay	:	<b>6th CPC</b> GP of Rs. 2400/- <b>7th CPC</b> Level-4 with Entry Pay of Rs. 25,500/- After 5 years of regular service, Driver shall move to Level-5 with same designation Upgradation to be assessed by DPC as constituted by the Institute for the purpose
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 Years
7	Educational and other qualifications required for direct recruitment	:	<b>Essential:</b> (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least 3 years; and (iv) Pass in 10 <sup>th</sup> Standard  <b>Desirable:</b> 2 years experience as Driver in a Government organization/PSU/ Civil Volunteers Autonomous body/ State Government etc.
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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years. Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or	:	<b>Deputation/Contract Basis</b> Staff Car Drivers of Central/State Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National

	<b>deputation or absorption to be made</b>		Importance. i. Holding Analogous post on regular basis ii. Essential Qualification as prescribed in row 7 above.
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not Applicable
<b>13</b>	<b>Reservation</b>	:	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	:	Nil

## 7: Recruitment Rules for post of Sorter (Library)

1	Name of the post	:	<b>Sorter (Library)</b>
2	Number of post	:	01 (One)
3	Classification	:	Group-C
4	Scale of Pay	:	<b>6th CPC</b> GP of Rs. 1900/- <b>7th CPC</b> Level-2 with Entry Pay of Rs. 19,900/- After 5 years of regular service, Sorter shall move to Level-3 with same designation. Upgradation to be assessed by DPC as constituted by the Institute for the purpose.
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 years
7	Educational and other qualifications required for direct recruitment	:	<b>Essential:</b> Higher Secondary (12 <sup>th</sup> Std.) or its equivalent from a recognized board.  <b>Desirable:</b>  i. Proficiency in Computer Word Processing and Spread Sheet ii. Completion of any Certificate course in library science from a recognized organization/Institute.
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 promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	100% by Direct Recruitment failing which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years. Those taken on deputation or on contract basis may be absorbed at the end of five years /seven years period in case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or	:	<b>Deputation/Contract Basis</b> Employees of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National

	<b>absorption to be made</b>		Importance. i) Holding Analogous post on regular basis ii) Possessing qualification and experience as per Row 7
<b>12</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	:	Not Applicable
<b>13</b>	<b>Reservation</b>	:	Not applicable, since there is only one post.
<b>14</b>	<b>Remarks</b>	:	Nil