



GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY

(A Centrally Funded Technical Institute under Ministry of Education, Government of India)

P.O: Narayanpur, Dist.: Malda – 732 141, West Bengal

Advertisement No.: 02/2021, Date: 31.08.2021

Applications are invited for the following Non-teaching positions in the prescribed format. Qualifications and eligibility criteria, application format(s) and general information can be downloaded from institute website (www.gkciet.ac.in). Interested candidates must apply by filling in application form online (<https://www.gkciet.ac.in/notice/recruitment/online>) and upload scanned copies of all certificates/documents with photograph and application fee as per General Instruction given below.

A. Non-teaching Posts:

Sl. No.	Name of the Post	Post(s)
01	Security Officer	UR-01
02	Assistant Engineer	UR-01
03	P.A to Director	UR-01
04	Section Officer	UR-01
05	Assistant	UR-01
06	Sorter (Library)	UR-01
Total		06

B. Pay Scales (7th CPC):

S. No.	Name of the Post	Pay Scale
01	Security Officer	₹ 5400 G.P, Level-09, ₹ 53,100 as per 7 th CPC
02	Assistant Engineer	₹ 5400 G.P, Level-09, ₹ 53,100 as per 7 th CPC
03	P.A to Director	₹ 4200 G.P, Level-06, ₹ 35,400 as per 7 th CPC
04	Section Officer	₹ 4800 G.P, Level-08, ₹ 47,600 as per 7 th CPC
05	Assistant	₹ 4200 G.P, Level-06, ₹ 35,400 as per 7 th CPC
06	Sorter (Library)	₹ 1900 G.P, Level-02, ₹ 19,900 as per 7 th CPC

I. Qualifications, Experience and Age Limit:

Post	Qualifications, Experience and Age Limit
Security Officer	<p><u>Essential Qualification and Experience:</u> Bachelor degree from a recognized University /Institute with 5 years' experience in Supervising position in Army/ Central Paramilitary Forces/ Government Organization/ Educational Institutions/ Private Organization. [Preference will be given to the persons who have served in the Army/ Central Paramilitary Forces/police Department or such uniformed services and possessing a valid Arms License].</p> <p><u>Desirable:</u> i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p>

	<p>ii) Possessing a Diploma certificate in Security Operations/Fire safety and disaster management from a University/ Institute/ Reputed Organization</p> <p><u>Deputation/Contract Basis:</u> Initially for 5 years and extendable upto 7 years on mutually agreeable terms. Officers of Central/State Govt./PSU/Statutory or Autonomous Organization/University/institutes of National Importance.</p> <p>Holding Analogous post on regular basis and possessing essential qualification and experience as prescribed above.</p> <p><u>Age Limit:</u> 35 Years for direct recruitment.</p>
Assistant Engineer	<p><u>Essential:</u> First class Bachelor's degree or equivalent grade in Engineering and Technology in Civil Engineering from a recognized University/Institute,</p> <p><u>Desirable:</u> 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> <p><u>Deputation/Contract Basis:</u> Initially for 5 years which may be reviewed on mutually agreed terms upto 7 years. Officers from CPWD/State PWD 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 prescribed above.</p> <p><u>Age Limit:</u> 35 Years for direct recruitment.</p>
P.A to Director	<p><u>Essential:</u> 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><u>Desirable:</u> i) Proficiency in computer word processing/e-office system, and Spread sheet. ii) Proficiency in speaking and writing of English and Hindi</p> <p><u>Age Limit:</u> 30 years.</p>
Section Officer	<p><u>Essential:</u> Master's degree in any discipline from a recognized University/Institute with at least 50% marks or equivalent grade.</p> <p><u>Desirable:</u> (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</p> <p><u>Age Limit:</u> 30 years.</p>
Assistant	<p><u>Essential:</u> 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</p>

	<p>processing and Spread Sheet.</p> <p>Desirable:</p> <p>(i) Proficiency in other computer skills, e-office (ii) Proficiency in speaking and writing of English and Hindi</p> <p>Age Limit: 30 years.</p>
Sorter (Library)	<p>Essential:</p> <p>Higher Secondary (12th std.) or its equivalent from a recognized board.</p> <p>Desirable:</p> <p>(i) Proficiency in Computer Word Processing and Spread Sheet. (ii) Completion of any Certificate course in library science from a recognized organization/ Institute.</p> <p>Age Limit: 30 years.</p>

Interested candidates must apply by filling in relevant application form online (<https://www.gkciet.ac.in/notice/recruitment/online>) and upload scanned copies of all certificates/documents with Photograph and application fee as per General Instructions given below. **Last date for submission of online application is 30.09.2021 (midnight).** Method of selection will be through a written test and interview.

II. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations approved by Ministry of Education (Earlier MHRD), Govt. of India on recommendations of the GKCiet Society. The institute is fully financed by Government of India, Ministry of Education (earlier MHRD), New Delhi.
- Appointment to the post(s) will be made on the approved norms. Pay and other allowance will be admissible as sanctioned by the Ministry of Education (earlier MHRD), Government of India from time to time. New Pension Scheme introduced in January, 2004 will be applicable. Leave Travel Concession, Children education allowance and Medical facilities are also admissible as per the rules of the Institute in force/ amended from time to time.

III. GENERAL INSTRUCTIONS:

Please read carefully these instructions before applying. Failure to comply with any of the directions given herein may result in the rejection of the application by the Institute.

01.	Last Date for receiving application: 30.09.2021(Thursday), 11.59 pm through Online submission only at the recruitment link https://www.gkciet.ac.in/notice/recruitment/online
02.	Submission of Online Applications: Please read/follow the instructions given in recruitment portal before filling up and submitting the application online. Applications or any other documents will not be received by hand/email/post/courier etc.
03.	Photograph A latest passport size photograph is to be uploaded at the designated column online, as per size prescribed.
04.	Separate applications are required for each post applied for.
05.	Application Fee For General/OBC/EWS candidates : Rs. 1500/- For SC/ST candidates : Rs. 500/-

	For PWD candidates : Rs. NIL
06.	Persons already in service, permanent or temporary, must apply through proper channel.
07.	Evidence of Date of Birth Please upload a self-attested copy of your Matric/ Senior Secondary Certificate Mark sheet as evidence of your date of birth. If the certificate does not contain the date of birth, you should furnish a self-attested copy of certificate from the High School/ Senior Secondary School last attended by you showing your date of birth as recorded on entry or baptismal or birth registration certificate in addition to a copy of the High/ Senior Secondary School or equivalent certificate.
08.	Rejection of application form <ul style="list-style-type: none"> • Application submitted online without scanned copies of relevant documents (proof of age, qualification, experience, SC/ST/OBC/PWD/EWS etc.) • Application containing incorrect information or suppression of information. Even if found at a later stage also the candidate is liable to be disqualified/dismissed. • Application not routed through proper channel. In case of delay in routing the application through proper channel, advance copy may be submitted so as to reach before the due date. • Applications submitted without Fee.
09	Appearing in an interview does not guarantee employment offer.
10	The institute reserves the right <ul style="list-style-type: none"> • To cancel the advertisement without any prior notice and without assigning any reason. • To either full up all the posts or some of the posts or none of them without assigning any reason. • To issue or not to issue offer of appointment to the selected candidate(s). • To cancel the process of recruitment at any stage without assigning or clarifying any reason. The decision of the institute will be final.
11	No correspondence will be entertained from the applicant at any stage of the recruitment process.
12	Canvassing in any form will disqualify the applicant.
13	No conditional clause by the candidate is accepted during any stage of the selection process.
14	The institute reserves the right not to provide any information to anybody on this whole process including appointment.
15	Reservations followed are as per the Government of India norms as applicable to CFTIs.
16	Cut-off date for determining age limit and experience will be the last date for receipt of the applications.

Sd/-
Director