



E-mail: [deputyregistrar@gkciet.ac.in](mailto:deputyregistrar@gkciet.ac.in)

**Ghani Khan Choudhury Institute of Engineering and Technology**  
(A Centrally Funded Technical Institute under Ministry of Education., Govt. of India.)  
Narayanpur, Dist.: Malda, Pin- 732141, West Bengal

Memo: GKCIET/ 8347

Date: 06.06.2022

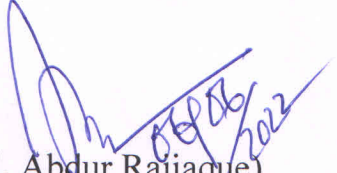
**CIRCULAR**

The duly constituted Departmental Promotion Committee (DPC) of GKCIET, Malda is in the process of considering promotion of deserving Multi-Tasking Staff to LDC cum typist/Junior Assistant post after conducting skill test (s). Eligibility criteria and other details are in accordance with the promotion clause as specified in Recruitment Rules 2019 of GKCIET dated 06.11.2019.

In this regard, GKCIET, Malda invites application as per the prescribed format (enclosed) for LDC cum typist/Junior Assistant post from the eligible internal MTS employees. The duly filled in Application Form should be submitted to the office of Director, GKCIET latest by 5.00 p.m. of 20<sup>th</sup> June, 2022.

This issues with the approval of the Competent Authority.

Encl: as stated above

  
(Md. Abdur Rajjaque)  
Deputy Registrar

**Copy to:**

1. All MTS of GKCIET through e-mail
2. Assistant Registrar (A&E)
3. System Manager – for uploading the same in the website
4. All Deans/HoD/HoS of GKCIET, Malda
5. Director GKCIET, Malda for kind information please
6. Notice Boards
7. File Copy



**7. Working Experience:**

Sl. No	Name of Post	Date of Joining & Duration of Post	Remarks

**8. Official Training Performed:**

Sl. No	Name of Course	Duration of Course	Remarks

**9. Details of regular promotion / career advancement etc.:**

Sl. No	Name of Post	Nature of Promotion	Promoted to the Post	Year of Promotion	Pay Level

**10. Details of Awards, recognition/certificate of appreciation, etc.**  
(attach photocopy of the documents)

**11. Any Other Information (Attach separate sheet if necessary):**

**12. Whether any disciplinary action pending : Yes/No**

**13. Declaration of the Applicant**

I hereby declare that the above statements made by me are true and if anything is found to be false, my application is liable to be cancelled.

Forwarded by the Head of the Department /  
Section

Signature of applicant with Date

  
05/06/2022