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

| 1 | Name of the post | : | Security Officer |
|----|---|---|---|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-B |
| 4 | Scale of Pay | : | 6th CPC |
| | · | | GP of Rs. 5400/- |
| | | | 7th CPC |
| | | | 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 |
| 5 | Whether selection post or | : | Not Applicable |
| | non-selection post | | |
| 6 | Age limit for direct | : | 35 Years |
| | recruitment | | |
| 7 | Educational and other | : | Essential |
| | qualifications required for | | Bachelor degree from a recognized |
| | direct recruitment | | University/Institute with 5 years' experience in |
| | | | Supervising position in Army/Central paramilitary |
| | | | Forces/Government Organizations/Educational |
| | | | Institutions/Private Organization. (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.) |
| | | | , |
| | | | Desirable |
| | | | (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 |
| 0 | XX7L - 41 3 | | from a University/Institute/Reputed Organisation. |
| 8 | Whether age and | : | Not Applicable |
| | educational qualifications | | |
| | prescribed for direct recruitment will apply in | | |
| | case of promotees | | |
| 9 | Period of probation, if any | | 1 year and extendable by another 1 year for |
| | 1 criou or probation, it ally | • | direct recruitment |
| 10 | Method of recruitment, | : | 100% by Direct Recruitment failing which by |
| 10 | whether by direct | • | deputation terms or on contract initially for 5 |
| | recruitment or by | | years which may be renewed on mutually agreed |
| | promotion or by | | terms up to 7 years. |
| | deputation or absorption | | Jeans |
| | T T T T T T T T T T T T T T T T T T T | | |

| | and percentage of the posts to be filled by various methods | | 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 | : | Deputation/Contract Basis 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. |
| 12 | If a Departmental Promotion Committee exists, what is its composition | : | Not Applicable |
| 13 | Reservation | : | Not applicable, since there is only one post. |
| 14 | Remarks | : | Nil |

2: Recruitment Rules for the post of Assistant Engineer

| 1 | Name of the post | : | Assistant Engineer |
|----|---|----|---|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-B |
| 4 | Scale of Pay | • | 6th CPC GP of Rs. 5400/- 7th CPC 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 |
| 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 | : | Essential: First class Bachelor's degree or equivalent grade in Engineering and Technology in Civil Engineering from a recognized University/Institute. Desirable: 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. |
| 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, | : | Deputation/Contract Basis Officers from CPWD/State PWD or similar organized services/ semi-Govt. /PSU/Statutory |

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

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

| 1 | Name of the post | : | P.A. to Director |
|----|---|---|--|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-B |
| 4 | Scale of Pay | : | 6th CPC GP of Rs. 4200/- 7th CPC 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 | : | Essential: Bachelor's degree or equivalent from a recognized University/Institute with minimum speed in short hand 100 w.p.m. in stenography in English Desirable: (i) Proficiency in Computer Word Processing/e-office system, and spread sheet. (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/Contract Basis Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous |

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

4: Recruitment Rules for post of Section Officer

| 1 | Name of the post | : | Section Officer |
|----|--|---|--|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-B |
| 4 | Scale of Pay | : | 6th CPC |
| | Č | | GP of Rs. 4800/- |
| | | | 7th CPC |
| | | | 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 | : | Not Applicable |
| | non-selection post | | |
| 6 | Age limit for direct | : | 30 years |
| 7 | recruitment | | Eggantial |
| 7 | Educational and other | : | Essential: |
| | qualifications required for direct recruitment | | Master's degree in any discipline from a recognized University/Institute with at least |
| | uncet recruitment | | 50% marks or equivalent grade. |
| | | | 50 /0 marks of equivalent grade. |
| | | | Desirable: |
| | | | (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 | : | Not Applicable |
| | educational qualifications | | |
| | prescribed for direct | | |
| | recruitment will apply in | | |
| | case of promotees | | 1 1 1 1 1 1 1 |
| 9 | Period of probation, if any | : | 1 year and extendable by another 1 year for direct recruitment |
| 10 | Method of recruitment, | | 100% by Direct Recruitment failing which by |
| 10 | whether by direct | | deputation terms or on contract initially for 5 |
| | recruitment or by | | years which may be renewed on mutually agreed |
| | promotion or by deputation | | terms up to 7 years. |
| | or absorption and | | · |
| | percentage of the posts to | | Those taken on deputation or on contract basis |
| | be filled by various methods | | may be absorbed at the end of five years /seven |
| | | | years period in case of outstanding performance. |
| 11 | In case of recruitment by | : | Deputation/Contract Basis |
| | promotion or by deputation | | Officers of Central/State Govt. or similar |
| | or absorption, grades from | | organized services/semi-Govt./PSU/Statutory |
| | which promotion or | | or Autonomous |
| | deputation or absorption to | | Organization/University/Institutes of National |

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

5. Recruitment Rules for the post of Assistant

| 1 | Name of the post | : | Assistant |
|----|--|---|--|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-B |
| 4 | Scale of Pay | : | 6th CPC |
| | | | GP of Rs. 4200/- |
| | | | 7th CPC |
| | | | 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 | : | Not Applicable |
| | non-selection post | • | Not Applicable |
| 6 | Age limit for direct | : | 30 years |
| | recruitment | | |
| 7 | Educational and other | : | Essential: |
| | qualifications required for | | Bachelor's degree in any discipline from a |
| | direct recruitment | | recognized University/Institute with minimum |
| | | | typing speed of 35 w.p.m. and proficiency in |
| | | | Computer Word Processing and Spread Sheet. |
| | | | Desirable: |
| | | | (i) Proficiency in other computer skills, e-office |
| | | | (ii) Proficiency in speaking and writing of |
| | | | English and Hindi |
| 8 | Whether age and | : | Not Applicable |
| | educational qualifications | | |
| | prescribed for direct | | |
| | recruitment will apply in | | |
| 9 | case of promotees | | 1 year and autordable by another 1 Co |
| 9 | Period of probation, if any | • | 1 year and extendable by another 1 year for direct recruitment |
| 10 | Method of recruitment, | | 100% by Direct Recruitment failing which by |
| 10 | whether by direct | • | deputation terms or on contract initially for 5 |
| | recruitment or by | | years which may be renewed on mutually agreed |
| | promotion or by deputation | | terms up to 7 years. |
| | or absorption and | | - |
| | percentage of the posts to | | Those taken on deputation or on contract basis |
| | be filled by various methods | | may be absorbed at the end of five years /seven |
| 11 | In oass of warm! | | years period in case of outstanding performance. |
| 11 | In case of recruitment by promotion or by deputation | : | Deputation/Contract Basis Officers of Control/State Court or similar |
| | or absorption, grades from | | Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory |
| | which promotion or | | or Autonomous |
| | deputation or absorption to | | Organization/University/Institutes of National |
| | be made | | Importance. |
| | | | |

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

$6. \, \textbf{Recruitment Rules for the post of Driver}$

| 1 | Name of the post | : | Driver |
|----------|--|---|--|
| 2 | Number of post | : | 01 (One) |
| 3 | Classification | : | Group-C |
| 4 | Scale of Pay | : | 6th CPC |
| | | | GP of Rs. 2400/- |
| | | | 7th CPC |
| | | | 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 | : | Not Applicable |
| | non-selection post | | |
| 6 | Age limit for direct | : | 30 Years |
| <u> </u> | recruitment | | |
| 7 | Educational and other | : | Essential: |
| | qualifications required for | | (i) Possession of a valid driving license for |
| | direct recruitment | | 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 th Standard |
| | | | Desirable: |
| | | | 2 years experience as Driver in a Government |
| | | | organization/PSU/ Civil Volunteers |
| | | | Autonomous body/ State Government etc. |
| 8 | Whether age and | : | Not Applicable |
| | educational qualifications | | • • |
| | prescribed for direct | | |
| | recruitment will apply in | | |
| | case of promotees | | |
| 9 | Period of probation, if any | : | 1 year and extendable by another 1 year for |
| | | | direct recruitment |
| 10 | Method of recruitment, | : | 100% by Direct Recruitment failing which by |
| | whether by direct | | deputation terms or on contract initially for 5 |
| | recruitment or by | | years which may be renewed on mutually agreed |
| | promotion or by deputation | | terms up to 7 years. |
| | or absorption and | | Those taken on deputation or on contract basis |
| | percentage of the posts to | | may be absorbed at the end of five years /seven |
| 11 | be filled by various methods In case of recruitment by | : | years period in case of outstanding performance. Deputation /Contract Pasis |
| 11 | promotion or by deputation | • | Deputation/Contract Basis Staff Car Drivers of Central/State |
| | or absorption, grades from | | Staff Car Drivers of Central/State Govt./PSU/Statutory or Autonomous |
| | which promotion or | | Organization/University/Institutes of National |
| | which promotion of | | organization, omversity, institutes or national |

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

7: Recruitment Rules for post of Sorter (Library)

| 1 | Name of the post | : | Sorter (Library) |
|----|---|---|---|
| 2 | Number of post | | 01 (One) |
| 3 | Classification | | Group-C |
| 4 | Scale of Pay | : | 6th CPC |
| | - | | GP of Rs. 1900/- |
| | | | 7th CPC |
| | | | 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 |
| | XX/L -4L l4:4 | | constituted by the Institute for the purpose. |
| 5 | Whether selection post or | : | Not Applicable |
| 6 | non-selection post Age limit for direct | : | 30 years |
| U | recruitment | • | 30 years |
| 7 | Educational and other | : | Essential: |
| | qualifications required for | | Higher Secondary (12 th Std.) or its equivalent |
| | direct recruitment | | from a recognized board. |
| | | | _ |
| | | | Desirable: |
| | | | |
| | | | i. Proficiency in Computer Word Processing |
| | | | and Spread Sheet ii. Completion of any Certificate course in |
| | | | library science from a recognized |
| | | | organization/Institute. |
| | | | organization/motitute. |
| 8 | Whether age and | : | Not Applicable |
| | educational qualifications | | |
| | prescribed for direct | | |
| | recruitment will apply in | | |
| | case of promotees | | |
| 9 | Period of probation, if any | : | 1 year and extendable by another 1 year for |
| 10 | Method of recruitment, | | direct recruitment 100% by Direct Recruitment failing which by |
| 10 | whether by direct | • | deputation terms or on contract initially for 5 |
| | recruitment or by | | years which may be renewed on mutually agreed |
| | promotion or by | | terms up to 7 years. |
| | deputation or absorption | | Those taken on deputation or on contract basis |
| | and percentage of the posts | | may be absorbed at the end of five years /seven |
| | to be filled by various | | years period in case of outstanding performance. |
| | methods | | |
| 11 | In case of recruitment by | : | Deputation/Contract Basis |
| | promotion or by | | Employees of Central/State Govt. or similar |
| | deputation or absorption, grades from which | | organized services/semi-Govt./PSU/Statutory |
| | promotion or deputation or | | or Autonomous |
| | promotion of deputation of | | Organization/University/Institutes of National |

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