



गनी खान चौधरी अभियांत्रिकी और प्रौद्योगिकी संस्थान
Ghani Khan Choudhury Institute of Engineering and Technology

(Centrally Funded Technical Institute (CFTI), under Ministry of Education, Govt. of India.)

नारायणपुर, मालदा जिला, पश्चिम बंगाल, पिन- ७३२१४१
Narayanpur, Malda-732141, West Bengal

Approved Recruitment Rules (RRs)

Non-Teaching Posts in GKCIET, Malda

F.No.8-5/2019-TS.VII
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 06.11.2019

To

Prof. P.R Alapati,
Director,
Ghani Khan Choudhury Institute of Engineering
and Technology (GKCIET),
Malda, West Bengal-732101

**Subject: Framing of Recruitment Rules (RRs) for Non-Teaching posts in GKCIET, Malda.
regarding,**

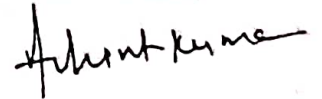
Sir,

I am directed to refer to the proposal submitted by GKCIET, Malda regarding framing of Recruitment Rules (RRs) for Non-Teaching posts. The RR for non teaching post of GKCIET prepared in line with extant provisions at other CFTIs and UGC instructions (wherever applicable) have now been approved by the competent authority of this Ministry.

2. Director, GKCIET is requested to adopt the RR and thereby make appropriate reporting to the Board of Governors (BoG) regarding its approval by MHRD. A copy of the duly approved RR is attached.

Encl: As above.

Yours faithfully,



(Achint Kumar)

Under Secretary to the Govt. of India
Tel: 011-23070425

	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Registrar
2. Number of posts	As per sanctioned strength
3. Classification	Group – A
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC PB-4(Rs. 37400-67000/-) with GP of Rs. 10000/- 7 th CPC Level – 14
5. Whether selection post or non selection post	Not Applicable
6. Age limit for direct recruitment	Not exceeding 55 years. <i>(As per DoPT 2016 instructions, Deputation period can now be 5+2 year since registrar will retire at 62, 55 years is the correct maximum age)</i>
7. Educational and other qualifications req. for Direct Recruitment	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Prof. along with experience in educational administration, or, Comparable experience in research establishment and/ or other Institutions of higher education, or, 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.



8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	No
9. Period of probation,	Not Applicable
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct Recruitment/ Deputation/contract basis for a period of 5 years (extendable by 2 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/ transfer, grades from which deputation/ transfer to be made	<p><u>Deputation/ Contract Basis:</u></p> <p>Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU:</p> <p><u>Essential:</u></p> <p>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 Universities/ institutes.</p> <p><u>Experience:</u></p> <p>i) Holding Analogous post.</p> <p>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</p>



	<p>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 or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education or</p> <p>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.</p> <p><u>Desirable:</u></p> <p>i) Qualification in the area of Management/ Engineering /Law</p> <p>ii) Experience in computerized administration/ legal/ financial/ establishment matters.</p>
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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Deputy Registrar
2. Number of posts	As per sanctioned strength
3. Classification	Group – A



<p>4. Scale of pay (Grade Pay, Band Pay)</p>	<p>6th CPC PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-</p> <p>7th CPC Level – 12</p> <p>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose:</p> <p>After 5 years of regular service, Deputy registrar shall move to Level-13 (GP of 8700/-) and re-designated as Joint Registrar.</p>
<p>5. Whether selection post or non selection post</p>	<p>Not applicable</p>
<p>6. Age limit for direct recruitment</p>	<p>Not exceeding 50 years</p>
<p>7. Educational and other qualifications req. for Direct Recruitment</p>	<p><u>Essential:</u></p> <p>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.</p> <p><u>Experience:</u></p> <p>i) At least 9 years experience as Assistant Professor in the AGP of Rs. 6000/- (Level 10 of the 7th CPC) and above along with 3 years experience in educational administration Or</p> <p>ii) Comparable experience in research establishment / industry and /or other institutions of higher education Or</p> <p>iii) 5 years of administrative experience as Assistant Registrar (GP of Rs. 5400/-, level 10 of 7th CPC) or equivalent post</p> <p><u>Desirable:</u></p>

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	<p>i) Qualification in area of Management/Engineering/Law</p> <p>ii) Experience of computer applications/ e-office system.</p> <p>iii) Experience In establishment / academic / financial administration in academic or research organizations.</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	<p>Age Bar: Not Applicable</p> <p>Qualification: As per Row 7.</p>
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment, failing which through deputation/ contract.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<p><u>Deputation /Contract Basis</u></p> <p>Officers under the Central/State Governments / Universities/ Universities level Institution or Institute of National Importance or PSU/ Industry:</p> <p>i) Holding Analogous post.</p> <p>ii) Qualification & experience as per Row 7</p> <p><u>Promotion</u></p> <p>I) Assistant Registrar with regular service of 5 years with GP of Rs. 5400/- (level 10 of 7th CPC) and working performance record (APAR)</p>

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	iii)Qualification as per Row 7
12.If 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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Assistant Registrar
2. Number of posts	As per sanctioned strength
3.Classification	Group -A
4. Scale of pay (Grade Pay, Band Pay)	<p>6th CPC: PB-3 (Rs.15600-39100/-) with GP of Rs. 5400/- with Rationalized Entry Pay of Rs. 56,100/- as per 7th CPC pay matrix .</p> <p>7th CPC: Level – 10</p> <p>Assistant Registrar and equivalent posts shall be eligible for the higher Level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on education administration, each of approximately four weeks' duration and their Performance Appraisal Report are as per the benchmark</p>



	scores/ grades in UGC regulations/ guidelines.
5. Whether selection post or non selection post	Non-Selection post (for post being filled on promotion)
6. Age limit for direct recruitment	Not exceeding 35 years
7. Educational and other qualifications req. for Direct Recruitment	<p><u>Essential:</u></p> <p>Master's degree in any discipline with at least 55% marks or its equivalent Grade in the 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/-</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management/Engineering/Law</p> <p>ii) Experience of computer applications/e-office system.</p> <p>iii) Experience in establishment/academic/financial administration in academic or research organizations.</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotes	<p>Age bar: Not Applicable</p> <p>Qualification & experience as per Row 11</p>
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by	<p>Direct recruitment/promotion, failing which by deputation/contract.</p> <p>75% by direct recruitment, failing which by deputation/contract.</p> <p>25% by promotion, failing which by deputation/contract</p> <p><u>Promotion:</u></p> <p>i) Employees of the Institute serving as Superintendent with 8 years of experience in GP of Rs. 4200/-</p>

various methods	(ii) Qualification as per Row 7.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<p><u>Deputation/Contract Basis:</u></p> <p>Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or Govt. Laboratory or PSU:</p> <p>(i) Holding Analogous post.</p> <p>(ii) Qualification as per Row 7.</p> <p>Or</p> <p>(iii) Person with 8 years of experience in G.P of Rs. 4200/- or above.</p>
12. If 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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Assistant Librarian
2. Number of posts	As per sanctioned strength
3. Classification	Group -A
4. Scale of pay	6 th CPC PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-



<p>(Grade Pay, Band Pay)</p>	<p>7th CPC- Level – 9</p> <p>Upgradation to be assessed by the DPC as constituted by the Institute for the purpose:</p> <p>After 5 years of regular service, Assistant Librarian shall move to Level-11 (GP of 6600/-) with same designation</p>
<p>5. Whether selection post or non selection post</p>	<p>Not applicable</p>
<p>6. Age limit for direct recruitment</p>	<p>Not exceeding 35 years</p>
<p>7. Educational and other qualifications req. for Direct Recruitment</p>	<p><u>Essential:</u></p> <p>(i) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 5% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(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.</p> <p><u>Desirable:</u></p> <p>Knowledge of computer/ computerized library service</p> <p>PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</p>
<p>8. Whether age and educational qualifications prescribed for DR will apply in</p>	<p>Not Applicable</p>



case of promotees	
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10.Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment / deputation/ contract.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<u>Deputation/Contract Basis</u> Holding Analogous post in Library of Central/State Governments/ Universities/ University Level Institution or Institute of National Importance or PSU OR Holding post of Level 8 in Library of Central/State Governments/ Universities/ University Level Institution or Institute of National Importance or PSU with 1 year experience at Level 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

	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Senior Assistant/ Cashier
2. Number of posts	As per sanctioned strength
3. Classification	Group -C
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC PB-1 (Rs. 5200-20200/-) with GP of Rs. 2400/- 7 th CPC- Level – 4 Upgradation to be assessed by the DPC as constituted by the Institute for the purpose: After 5 years of regular service, Senior Assistant shall move to Level-5 (GP of 2800/-) with same designation.
5. Whether selection post or non selection post	Non-Selection post (for post which are being filled on promotion basis)
6. Age limit for direct recruitment	Not exceeding 33 years
7. Educational and other qualifications req. for Direct Recruitment	<u>Essential:</u> 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. <u>Desirable:</u> i) Bachelor's degree from a recognized University/Institutes.



	ii) Proficiency in other computer and stenography skills.
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Age bar: Not Applicable Educational Qualification: As per Row 7
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment.
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment/promotion 50% by direct recruitment 50% by promotion <u>Promotion:</u> At least 2 years experience as Junior Assistant 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.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	Not applicable
12. If DPC exists, what is its composition	As per rules.
13. Circumstances in which UPSC is to be consulted in	Not Applicable.

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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Junior Assistant
2. Number of posts	As per sanctioned strength
3. Classification	Group -C
4. Scale of pay (Grade Pay, Band Pay)	<p>6th CPC PB-1(Rs. 5200-20200/-) with GP of Rs. 1900/-</p> <p>7th CPC –</p> <p>Level-2</p> <p>Up gradation to be assessed by the DPC as constituted by the institute for the purpose.</p> <p>After 5 years of regular service, Junior Assistant shall move to Level-4 (GP of 2400/-) with same designation.</p>
5. Whether selection post or non selection post	Selection post (i.e 3 persons from next below level of MTS will be eligible for consideration. A suitable selection process will be devised to select the candidate from MTS on Junior Assisant)
6. Age limit for direct recruitment	Not exceeding 27 years
7. Educational and other qualifications req. for Direct Recruitment	<p><u>Essential:</u></p> <p>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.</p>

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	<p><u>Desirable:</u></p> <p>Proficiency in other computer and stenography skills.</p>
<p>8. Whether age and educational qualifications prescribed for DR will apply in case of promotees</p>	<p>Age bar: Not Applicable</p> <p>Educational Qualification: As per Row 7.</p>
<p>9. Period of probation,</p>	<p>1 year and extendable by another 1 year for direct recruitment</p>
<p>10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</p>	<p>Direct recruitment/Promotion</p> <p>50% by direct recruitment</p> <p>50% by promotion</p> <p><u>Promotion:</u></p> <p>1 Years experience as MTS in the institute with GP of Rs. 1800/- (Level 1 of 7th CPC).</p>
<p>11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made</p>	<p>Not Applicable</p>
<p>12. If DPC exists, what is its composition</p>	<p>As per rules.</p>
<p>13. Circumstances in which UPSC is to be consulted</p>	<p>Not Applicable</p>

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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	MTS
2. Number of posts	As per sanctioned strength
3. Classification	Group -C
4. Scale of pay (Grade Pay, Band Pay)	<p>6th CPC PB-1(Rs. 5200-20200/-) with GP of Rs. 1800/-</p> <p>7th CPC –</p> <p>Level-1</p> <p>Up gradation to be assessed by the DPC as constituted by the institute for the purpose.</p> <p>After 3 years of regular service, MTS shall move to Level-2 (GP of 1900/-) with same designation.</p>
5. Whether selection post or non selection post	Not applicable
6. Age limit for direct recruitment	Not exceeding 27 years
7. Educational and other qualifications req. for Direct Recruitment	<p><u>Essential:</u></p> <p>Passed 10th Class or its equivalent/ ITIs examination.</p> <p><u>Desirable:</u></p> <p>(i) Experience in relevant field is preferable</p> <p>(ii) Knowledge of computer applications.</p>



8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not Applicable
9. Period of probation,	1 year and extendable by another 1 year
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	Not Applicable
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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	Recruitment Rules for Non-Teaching posts of QKCIET
1. Name of the post	Sr. Technical Assistant
2. Number of posts	As per sanctioned strength
3. Classification	Group –B (Non- Gazetted)
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC- PB-2 Rs.9,300 -34,800/-) with GP of Rs. 4200/- 7 th CPC Level – 6 Up gradation 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-7 (GP of 4600/-) with same designation.
5. Whether selection post or non selection post	Non-Selection post.
6. Age limit for direct recruitment	Not exceeding 35 Years
7. Educational and other qualifications req. for Direct Recruitment	<u>Essential:</u> BE/B.Tech in relevant discipline with 1st Class or equivalent grade from a recognized University/ Institute. <u>Experience:</u> 5 years of experience as Technical Assistant in relevant field in G.P of 2800/- Or



	<p><u>Essential:</u></p> <p>First Class Diploma In Engineering/ Technology in relevant field</p> <p><u>Experience:</u></p> <p>6 years of experience as Technician/Technical Assistant in G.P of 2800/-</p> <p><u>Desirable:</u></p> <p>Knowledge of computer applications.</p>
<p>8. Whether age and educational qualifications prescribed for DR will apply in case of promotees</p>	<p>Age bar: Not Applicable Educational Qualification: As per Row 7</p>
<p>9. Period of probation,</p>	<p>1 year and extendable by another 1 year for direct recruitment</p>
<p>10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</p>	<p>Direct recruitment/ Promotion</p> <p>50% by direct recruitment</p> <p>50% by promotion</p> <p><u>In case of promotion:</u></p> <p><u>Qualification:</u> Diploma or equivalent in relevant trade of Engineering /Technology from a recognized board with first class</p> <p>Or</p> <p>First Class B. Sc Degree in relevant field from a recognized University/ Institute in case of Science Disciplines</p> <p><u>Experience:</u></p> <p>6 years as Technical Assistant in the Institute.</p>



11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	Not applicable
12.If 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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Superintendent
2. Number of posts	As per sanctioned strength
3.Classification	Group –B (Non-Gazetted)
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC PB-2 [Rs. 9300-34800/-] with GP of Rs. 4200 /- 7 th CPC Level - 6 Up gradation 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-7 (GP of 4600/-) with same designation.

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5. Whether selection post or non selection post	Non-Selection Post.
6. Age limit for direct recruitment	Not exceeding 30 Years
7. Educational and other qualifications req. for Direct Recruitment	<p><u>Essential:</u></p> <p>First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline</p> <p>Or</p> <p>Master's Degree in any Discipline from a recognized University or Institute with at least 50% marks or equivalent grade.</p> <p><u>Desirable:</u></p> <p>(i) Knowledge of computer applications/ e-office system, Word processing, Spread Sheet etc</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Age bar: Not Applicable Qualification: as Per Row 7
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	<p>100% by promotion, failing which by deputation/contract</p> <p><u>Promotion :</u></p> <p>Employee from the Institute serving as Senior Assistant with 6 years experience at GP of Rs. 2800/-, and fulfilling educational qualification mentioned in Row 7 and working performance record (APAR).</p>



11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<p>Deputation/Contract: Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University / Institute of national importance:</p> <p>(i) Holding analogous Post or one level below Level 5 with one year experience.</p> <p>(ii) Qualification & experience as per Row 7</p>
12.If 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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Junior Engineer (Civil)
2. Number of posts	As per sanctioned strength
3.Classification	Group –B (Non-Gazetted)
4. Scale of pay (Grade Pay, Band Pay)	<p>6th CPC PB-1 [Rs. 5200-20200/-] with GP of Rs. 4200/-</p> <p>7th CPC</p> <p>Level - 6</p> <p>Up gradation to be assessed by the DPC as constituted by the institute for the purpose.</p>



	After 6 years of regular service, JE shall move to Level-7 (GP of 4600/-) with same designation.
5. Whether selection post or non selection post	Not applicable.
6. Age limit for direct recruitment	Not exceeding 30 years.
7. Educational and other qualifications req. for Direct Recruitment	Essential: Diploma in Civil Engineering / Technology or equivalent with first class or equivalent.
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not application
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be	Not Applicable



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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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Junior Engineer (Electrical)
2. Number of posts	As per sanctioned strength
3. Classification	Group –B (Non-Gazetted)
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC PB-1 [Rs. 5200-20200/-] with GP of Rs. 4200 /- 7 th CPC Level - 6 Up gradation 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- 7(GP of 4600/-) with same designation.
5. Whether selection post or non selection post	Not applicable.



6. Age limit for direct recruitment	Not exceeding 30 years
7. Educational and other qualifications req. for Direct Recruitment	Essential: Diploma in Electrical Engineering/Technology with first class or equivalent.
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not Applicable
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	Not Applicable
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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	System Manager
2. Number of posts	As per sanctioned strength
3. Classification	Group -A
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC PB-3 [Rs. 15600-39100/-] with GP of Rs. 7600 /- 7 th CPC Level – 12
5. Whether selection post or non selection post	Not applicable.
6. Age limit for direct recruitment	Not exceeding 50 years
7. Educational and other qualifications req. for Direct Recruitment	Essential: B.Tech and M.Tech In Computer Science and Engineering or Information Technology with at least 1 st Class or equivalent .



	<p><u>Experience:</u></p> <p>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</p> <p><u>Desirable:</u></p> <p>Candidates with Ph.D in the related field shall be preferred.</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not Applicable
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment.
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment/ deputation/contract.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<p><u>Deputation or on Contract Basis</u></p> <p>Qualification, experience and selection process are same as that of Row 7.</p>



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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Data Operator
2. Number of posts	As per sanctioned strength
3. Classification	Group –B (Non-Gazetted)
4. Scale of pay (Grade Pay, Band Pay)	6 th CPC: PB-3 [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-7 (GP of 4600/-) with same designation.
5. Whether selection post or non selection post	Not applicable.
6. Age limit for direct	Not exceeding 35 years

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7. Educational and other qualifications req. for Direct Recruitment	<p><u>Essential:</u></p> <p>BCA or equivalent with 1st class or equivalent from recognized University/ Institution.</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not Applicable
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment
10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment/ deputation/contract.
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	<p><u>Deputation or on Contract:</u></p> <p>Officers of the Central /State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national Importance:</p> <p>(i) Holding analogous post</p>

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	(ii)Qualification and experience as per Row 7.
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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	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Foreman
2. Number of posts	As per sanctioned strength
3. Classification	Group –B (Non-gazetted)
4. Scale of pay (Grade Pay, Band 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 post	Non-Selection post
6. Age limit for direct	Not Applicable

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recruitment	
7. Educational and other qualifications req. for Direct Recruitment	<p>Essential:</p> <p>B.Tech In relevant discipline of Engineering /Technology or its equivalent with 60% marks from a recognized University or Institute.</p> <p>Or</p> <p>3 years Diploma in relevant discipline of Engineering/Technology or its equivalent with 60% marks from a recognized University or Institute.</p> <p><u>Experience:</u></p> <p>5 years as Sr.Technical Assistant at G.P of 4200/- or equivalent for those having B.Tech.</p> <p>Or</p> <p>8 years as Sr.Technical Assistant at G.P of 4200/- or equivalent for those having Diploma.</p> <p><u>Desirable:</u></p> <p>Knowledge of computer based application in relevant field.</p>
8. Whether age and	Age bar: Not Applicable



<p>educational qualifications prescribed for DR will apply in case of promotees</p>	<p>Qualification & experience as per Row 10</p>
<p>9. Period of probation,</p>	<p>Not applicable</p>
<p>10. Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</p>	<p>50% by direct recruitment failing which by deputation /contract. 50% by promotion, failing which by deputation/contract.</p> <p><u>In case of promotion</u></p> <p>Qualification and experience as per Row 7.</p> <p><u>In case of deputation/contract:</u></p> <p>Officers of the Central /state Govt. or similar organized services/semi Govt./PSU/autonomous organization/University/Institute of national importance.</p> <p>Holding analogous post</p> <p>Educational qualification and experience as per Row 7.</p>
<p>11. In case of recruitment by deputation/ transfer, grades from which deputation/</p>	<p><u>Deputation or on Contract Basis</u></p> <p>As per Row 10 (ii)</p>

transfer to be made	
12.If DPC exists, what is its composition	As per rules.
13. Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

: 15

	Recruitment Rules for Non-Teaching posts of GKCIET
1. Name of the post	Technical Assistant
2. Number of posts	As per sanctioned strength
3. Classification	Group -C
4. Scale of pay (Grade Pay, Band 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, Data Operator shall move to Level-8 (GP of 4200/-) with same designation.
5. Whether selection post	Not applicable.

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or non selection post	
6. Age limit for direct recruitment	Not exceeding 30 years
7. Educational and other qualifications req. for Direct Recruitment	<p>Essential:</p> <p>Diploma or equivalent in relevant trade of Engineering/Technology from a recognized board with excellent academic record.</p> <p>Or</p> <p>First Class B.Sc Degree in relevant field from a recognized University/Institute in case of Science Disciplines.</p> <p><u>Desirable:</u></p> <p>Preferable with experience in relevant field/trade.</p> <p>Knowledge of computer application.</p>
8. Whether age and educational qualifications prescribed for DR will apply in case of promotees	Not Applicable
9. Period of probation,	1 year and extendable by another 1 year for direct recruitment

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10.Method of Recruitment : DR or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
11. In case of recruitment by deputation/ transfer, grades from which deputation/ transfer to be made	Not Applicable
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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F. No. 8-5/2019-TS.VII
Government of India
Ministry of Education
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 25th March, 2021

To,

Prof. P.R. Alapati
Director,
Ghani Khan Choudhury Institute of
Engineering and Technology (GKCIET), Malda
West Bengal

Subject: **Recruitment Rules for 07 newly created Non-Teaching posts in GKCIET, Malda-regarding.**

Sir,

I am directed to refer to your letter dated 08.09.2020 forwarding the draft recruitment rules for the following newly created non-teaching posts in GKCIET for approval:-

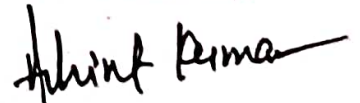
Sl. No.	Post	Grade Pay (6 th CPC)/ Pay Level (7 th CPC)
1.	Security Officer	Rs. 5400 GP/ Level 9
2.	Assistant Engineer	Rs. 5400 GP/ Level 9
3.	P.A. to Director	Rs. 4200 GP, Level 6
4.	Section Officer	Rs. 4800 GP, Level 8
5.	Assistant	Rs. 4200 GP, Level 6
6.	Driver	Rs. 2400 GP, Level 4
7.	Sorter (Library)	Rs.1900 GP/Level 2

2. The draft recruitment rules were examined in this Ministry and revised to align them with Department of Personnel & Training's Instructions. Thereafter the same were forwarded to Institute for comments as well as for placing on the website. The recruitment rules were also placed on the website of this Ministry. However, no comments were received from any stakeholder. Further, your acceptance was also received vide letter dated 17.12.2020.

3. Accordingly, approval of Hon'ble Shiksha Mantri was obtained to the recruitment rules for the above posts. The approved recruitment rules are enclosed. You are requested to fill up the posts strictly as per these recruitment rules.

Encl: As above.

Yours faithfully,



(Achint Kumar)

Under Secretary to the Govt. of India
Tel: 011-23070425

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 non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	35 Years
7	Educational and other qualifications required for direct recruitment	:	Essential 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> 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 from a University/Institute/Reputed Organisation.
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	:	100% by Direct Recruitment falling which by deputation terms or on contract initially for 5 years which may be renewed on mutually agreed terms up to 7 years.



	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

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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 composition	:	Not Applicable
13	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 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 non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 years
7	Educational and other qualifications required for direct recruitment	:	Essential: Master's degree in any discipline from a recognized University/Institute with at least 50% marks or 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 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	:	Deputation/Contract Basis Officers of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National

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	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 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 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. Desirable: (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	:	Deputation/Contract Basis 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	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

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6. 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 non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	30 Years
7	Educational and other qualifications required for direct recruitment	:	Essential: (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 th Standard Desirable: 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	:	Deputation/Contract Basis Staff Car Drivers of Central/State Govt./PSU/Statutory or Autonomous Organization/University/Institutes of National

	deputation or absorption to be made		Importance. i. Holding Analogous post on regular basis ii. Essential Qualification 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

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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 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: Higher Secondary (12 th Std.) or its equivalent 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.
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	:	Deputation/Contract Basis Employees of Central/State Govt. or similar organized services/semi-Govt./PSU/Statutory or Autonomous 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

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