



# 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 No.: GKCIET/10088

Date: 02.05.2023

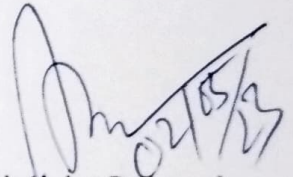
## CIRCULAR

The duly constituted Departmental Promotion Committee (DPC) of GKCIET, Malda is in the process of considering promotion of deserving LDC-cum-typist to Senior Assistant/Cashier 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 Senior Assistant/Cashier from the eligible internal LDC-cum-typist. The duly filled in Application Form should be submitted to the undersigned latest by 5 pm of 10<sup>th</sup> May, 2023 (Wednesday).

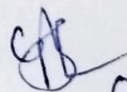
This issues with the approval of the competent authority.

**Encl:** as stated above

  
(Md. Abdur Rajjaque)  
Deputy Registrar

### Copy to:

1. All LDC-cum-typist (through e-mail)
2. System Manager (i/c) – for uploading the Circular on the Institute Website.
3. All Deans/HoD's/HoS' - with request to inform the employee(s) working under their control.
4. Director, GKCIET – for kind information please
5. Notice Board
6. File copy

 02.05.2023  
(Dr. Subhasis Bhattacharjee)  
Assistant Registrar (A&E)

**FORM OF APPLICATION FOR DEPARTMENTAL PROMOTION (DPC)**  
**(In accordance with Recruitment Rules 2019 of GKCIET (Vide MHRD Letter No. F.No.8-5/20198-TS.VII dated 06.11.2019))**

02.05.2023



**7. Working Experience:**

Sl .	Name of Post	Date of Joining & Duration of Post	Remarks

**8. Official Training Performed:**

Sl .	Name of Course	Duration of Course	Remarks

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

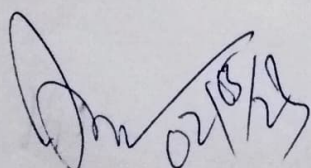
Sl .	Name of Post	Nature of Promotion	Promoted to the Post	Year of Promotion	Pay Level

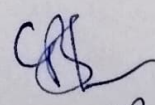
**10. Any Other Information (Attach separate sheet if necessary):****11. Whether any disciplinary action pending : Yes/No****12. Declaration of the Applicant**

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**

  
02/05/23

  
02.05.2023



**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 No.: GKCIET/10087

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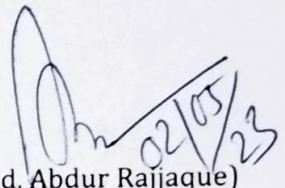
**CIRCULAR**

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 from the eligible internal Multi-Tasking Staff employees. The duly filled in Application Form should be submitted to the undersigned latest by 5 pm of 10<sup>th</sup> May, 2023 (Wednesday).

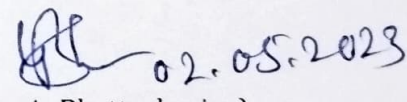
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Deputy Registrar

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(Dr. Subhasis Bhattacharjee)  
Assistant Registrar (A&E)



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND  
TECHNOLOGY MALDA**

**FORM OF APPLICATION FOR DEPARTMENTAL PROMOTION (DPC)**  
**(In accordance with Recruitment Rules 2019 of GKCIET (Vide MHRD Letter No. F.No.8-5/20198-  
TS.VII dated 06.11.2019))**

To  
The Director  
Ghani Khan Choudhury Institute of Engineering and Technology, Malda

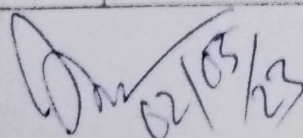
1. a. Post applied for:                      b. Ref: Advt./Circular No.:
2. Name of Applicant(In block Letters) :
3. a) Date of joining the Institute :                      (b) Gender: Male/Female
- (c) Category: UR/EWS/OBC/SC/ST                      d) Date of Birth:
- (e) Department/Section:
4. Current Status:
- (a) Designation:                      (b) Level:

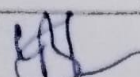
**5. Educational Qualification details**

Sl .	Name of Examination	Board/University	Year of Passing the Examination	Division/Class & % of Marks

**6. Professional Qualification details**

S.No.	Name of Examination	Board/Univer sity	Year of Passing the Examination	Division/Clas s & % of Marks

  
02/05/23

  
02.05.2023

**7. Working Experience:**

Sl .	Name of Post	Date of Joining & Duration of Post	Remarks

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

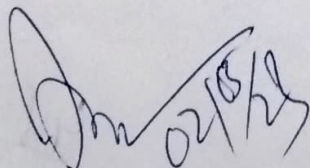
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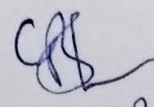
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**Signature of applicant with Date**

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