Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of Education, Government of India)
P.O: Narayanpur, Malda - 732 141, West Bengal

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Advertisement No.: 01/NF/2026 **Dated 01.08.2026**

Recruitment for Non-Teaching positions

Ghani Khan Choudhury Institute of Engineering and Technology invites applications for recruitment of the following non-teaching posts from Indian nationals:

Sl. No.	Name of the Post/department	No. of Posts
1.	Assistant Registrar (Deputation/Contract Basis)	01(UR)
2.	Junior Assistant	01 (UR)

Note: UR= Unreserved

I. Qualifications, Experience and Age Limit:

For these posts' qualifications, experience and age Limit is as per approved Recruitment Rules for non-teaching posts of the institute as under:

Posts	Qualifications and Experience
Assistant Registrar (Deputation/Contract Basis) (For a period of 3 years) (Group-A, 7th CPC level-10)	**a) On Deputation basis:** (i). Masters degree in any discipline with at least 55% marks or its equivalent grade in the points scale from a recognised University/Institute. (ii). Holding analogous post or Employee of the institute serving as Superintendent with 8 years of experience in GP of Rs. 4200/- (7th CPC level -6) **Desirable:** (i).Qualification in area of Management/Engineering/Law (ii).Experience in computer applications/e-office system (iii).Experience in establishment/academic/financial administration in academic or research organizations **Age Limit:** As per Government of India norms. **b) On Contract basis:** (i). Masters degree in any discipline with at least 55% marks or its equivalent grade in points scale from a recognized University/Institute. **Desirable:** (i).Qualification in area of Management/Engineering/Law (ii).Experience in computer applications/e-office system (iii).Experience in establishment/academic/financial administration in academic or research organizations **Age Limit:** 35 years .

Junior Assistant (Group-C, 7th CPC level-2)	**Essential**: 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. **Desirable**: Proficiency in other computer and stenography skills. **Age limit:** Not exceeding 27 years.

Terms & Conditions:

i) The candidate should be a citizen of India.

ii) All candidates are required to apply online in the prescribed format with complete, correct information and attachments. The candidate will be solely responsible for the authenticity of the submitted information. Candidates are required to fill the online application form as available on the Institute website www.gkciet.ac.in. The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the Institute website www.gkciet.ac.in, along with this advertisement. The candidates are required to read these details carefully before filling up the form.

iii) The post of **Junior Assistant** shall be filled through written test and skill test conducted by the institute.

iv) The appointment will be made on regular basis subject to initial probation period of duration two years.

v) The appointment will be subject to the candidate being medically fit.

vi) At present the age of retirement for non-teaching staff positions is 60 years.

vii) Residential accommodation on campus may be provided subject to availability; otherwise the employees are entitled for house rent allowance.

viii) The appointees will be governed by National Pension Scheme (NPS) as applicable to the employees of the Institute as per Government of India norms.

ix) The appointees are entitled for the benefit of Leave Travel Concession as per applicable GoI rules.

x) Persons already employed in Government/semi Government organization should route their applications through proper channel. An advance copy may, however, be sent in which case, a no objection certificate (NOC) in the prescribed format (attached below at **Annexure-A)** form competent authority should be attached in the online application form and presented at the time of interview.

xi) Incomplete applications and those received after closing date or without requisite fees shall be rejected and no claim for refund of fee shall be entertained in any case.

xii) Submission of Online Applications (upto **31.08. 2026 midnight)**:

a. The online application portal will open on **01. 08.2026.**

b. Please read/follow the instructions given in recruitment portal before filling up and submitting the application online. The applications are primarily accepted only through the online portal and no other mode submission is acceptable.

c. A latest passport size photograph is to be uploaded which must appear in the space provided in the online application form.

d. Application Fee to be paid while submitting the application online: Rs. 1500/-;

e. Please attach a self-attested copy of your Birth Certificate/Matric/Secondary School Certificate as evidence of your date of birth.

f. Self-attested copies of certificates

- Educational qualifications: Matriculation onwards
- Experience: Working experiences from employer from latest to the earliest.

g. Cut-off date for determining age limit and experience will be the last date for receipt of the online applications (31. 08. 2026).

After the online submission of the form, candidates will have to take a print out of the form. All the documents in support of the application are to be attached with the application. All the pages of the application and supporting document are to be signed by the applicant. All the information of the application is to validated by supporting document; otherwise it will not be considered during the shortlisting process.

Last date for submitting the application online is **31. 08.2026**

i) A hard copy of online application and all supporting documents will have to be send by registered/ speed post to the address

"The Director,
Ghani Khan Choudhury Institute of Engineering and Technology,
Narayanpur, Malda, West Bengal-732141"

ii) **The last date of receiving hard copy of application is 15th September 2026 (Tuesday), 5:00 PM.** Name of the "post applied for" should be super scribed on the envelope used for sending the hard copy of the application.

iii) **The institute shall not be responsible for any postal delay or non-receipt of the application.** No such request will be entertained.

xiii) No documents will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.

xiv) The Institute further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.

xv) The number of posts advertised can be varied as per the requirement of the Institute.

xvi) No TA/DA in connection with appearing in the written test/ screening test/ skill test/ the final interview will be paid to the candidate.

xvii) Last date of filling up the online application form along with documentary evidences on or before **31.08.2026 upto midnight.**

xviii) **All the papers/ documents related to this recruitment (Advt. No: 01/NF/2026, Dated 01.08.2026) except the documents related of the selected candidates, will be retained for maximum period of six months from the date of published result on the website.**

Checklist of documents to be submitted in hard copy of the application:

1) Printout of online Application duly signed on each page.
2) Self-Attested copy of Proof of Date of Birth / Matriculation/ Secondary School Certificate.
3) Self-Attested copies of all certificates and Mark Sheets from Matriculation / Senior Secondary and higher qualifications.
4) Self-Attested copies of any other additional qualification, if applicable
5) Self-Attested copies of Experience Certificate issued by the Competent Authorities, if applicable.
6) NOC in the format of annexure A, in case the candidate is already serving in Government.

xix) **It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received at the Institute.**

xx) All addendum/corrigendum/updates on this advertisement shall be posted only on the Institute website. Candidates are advised to follow institute website for regular updates. No individual correspondence will be entertained from the candidates in connection with the process of selection/ interview unless called for.

xxi) **The decision of the Institute in all matters will be final and binding on the applicants. Any dispute about the selection / recruitment process will be subject only to Malda Court/ High Court, Calcutta.**

For any clarification, please mail to:

tech_support@gkciet.ac.in

Sd/-
Director, GKCIET, Malda

Annexure-A

{Format for No Objection Certificate (NOC)}

NO OBJECTION CERTIFICATE

Certified that _____ has joined in _____ (Department name) of _____(Institute name) on _____as _____and at present he/she is holding the post of _____w.e.f _____ in the pay scale of _____. At present, he/she is drawing basic pay of Rs. _____.

This institute has no objection if he/she applies for the post of _____ in Ghani Khan Choudhury Institute of Engineering and Technology against the Advertisement vide _____dated _____.

Signature of Head of Institute with stamp