



निबन्धक कार्यालय / कुलसचिव कार्यालय / Office of the Registrar
भारतीय प्रकोशल विज्ञान एवं प्रयुक्तिविद्या प्रतिष्ठान, शिवपुर
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

Office Circular No.: RDO/903/26

Date: 8th October, 2026

Applications in Prescribed format are invited from the eligible non-teaching employees of IEST, Shibpur for promotion to the following post. Eligibility criteria and other details are as per Recruitment Rules (2019) for Non-Teaching Staffs of NITs and IEST, Shibpur. Duly filed in application form should be submitted to the Office of the Registrar (Receiving Section) by 28th October, 2026.

Sl. No.	Name of the Post	Category			Total
		SC	ST	UR	
1	Junior Assistant	01	0	04	05


कुलसचिव / Registrar

Memo No. : RDO/903 /26

Date: 8th October, 2026

Copy forward to:

1. All Deans
2. All Heads of the Department/ Centre/School
3. All Officers
4. Recruitment cum Promotion Cell
5. Institute Website

पोः बोटानिक गार्डन,
हाउडा-१११ १०३
पश्चिम बंगाल, भारत
दूरभाष : (०३३) २६६८-१५०३
ईमेल : regis@iests.ac.in
वेबसाइट : www.iests.ac.in

डाकघर : बोटानिक गार्डन,
हाउडा-७११ १०३
पश्चिम बंगाल, भारत
फोन : (०३३) २६६८-१५०३
ईमेल : regis@iests.ac.in
वेबसाइट : www.iests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iests.ac.in
Website : www.iests.ac.in

(In accordance with Recruitment Rules 2019
(Vide MHRD Letter No. F.35-5/2018-TS.III dated 20.02.2019)

- 9. Educational Qualification :**

[illegible]

10. Working Experience :

Sl. No.	Name of Post	Date of Effect	Duration of Post	Remarks

11. Official Training Performed :

Sl. No.	Name of Course	Duration of course	Remarks

12. Details of regular promotions / career advancement (CAS/MACP) etc. :

Sl No.	Name of Post	Nature of CAS / Promotion	Promoted to the post	Year of CAS / Promotion	Scale of Pay

13. Any other information (Attach separate sheet if necessary) :

14. 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**

Recruitment Rules (2019) for the post of JUNIOR ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Junior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	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> Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
9.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct recruitment. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion:</u> Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.



Sl.No.	Particular	Criteria
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Rajin