



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
झारखण्ड - 826004
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD
JHARKHAND - 826004

423340/2021-Estt.

Dated: 02 November, 2021

ADVERTISEMENT

Advertisement for Selection in the posts of Deputy Registrar through Limited Departmental Competitive Examination (LDCE).

IIT(ISM) Dhanbad invites application from regular employees of IIT(ISM) for appointment on following administrative posts through Limited Departmental Competitive Examination (LDCE).

Sl. No.	Name of the post(s)	Level in the Pay Matrix of 7 th CPC	Eligibility
1.	Deputy Registrar	Pay Level – 12	Essential: Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. Experience: 5 years' of administrative experience as Assistant Registrar or equivalent post in Pay Band –3 Grade Pay of Rs. 5400/- (Pay Level – 10) and above. Experience in handling computerized administration / Establishment/ Stores & Purchase /financial matters.

General Instructions

1. Promotion through LDCE will be done as per the Internal Advertisement, Screening of the received applications and Screening of APARs/ACRs. The candidates will be evaluated by the duly constituted Selection Committee as per the following:-

Step I: Written Test	-	80 marks
Step II: Computer Proficiency Test	-	20 marks
Total	-	100 marks

1.1 The Committee constituted to conduct the Written Test and Trade Test/ Computer Test will decide the minimum qualifying marks for Written & Computer Test. Only the candidates who will qualify the Written & Computer Test (step I&II) will be called for Presentation & Interview of the selection process. The final selection will be on the basis of Presentation and Interview before the Selection Committee.

2. The Selection Committee shall decide the minimum qualifying marks/standards for the aforesaid tests, which shall be final.

3. The selection in above posts as advertised will be made as per the provisions mentioned in 'Cadre Structure and Recruitment Rules and Promotion Policy for Non-Teaching Posts' of IIT(ISM) uploaded in the Institute's website and relevant government rules.

4. Candidates falling short or not fulfilling any of the criterion as mentioned in above rules will not be considered for promotion and their application will be summarily rejected.
5. Candidates are required to calculate their experience as on cut-off date which is 01/07/2021.
6. IIT(ISM) through its competent Authority reserves the right to Amend / Cancel / Withdraw / add / delete any content of the above advertisement.
7. Duly filled and signed application with all necessary attachments must be sealed in an envelope and it should reach the Establishment section through **Speed post/registered/By Hand by 6 P.M. on or before 09th November 2021**. The Sealed envelope is to be addressed to Assistant Registrar (Establishment), Ground floor, Administrative block, IIT(ISM), Dhanbad-826004, Jharkhand.

FOR REGISTRAR



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA PIN - 826004

Application form for Limited Departmental Competitive Examination (LDCE)

Last Date to Apply: 09.11.2021

Name (In BLOCK LETTERS) with Employee Code		Passport Size Photo
Father's Name		
Present Post / Designation		
Date of joining in Present Post / Designation		
Experience in present Post / Designation as on 01.07.2021		
Present Department / Section		
Pay Level and Basic pay of present post as on 01.07.2021		
Phone/Cell No. & Email ID		
Date of Birth		
Category		
Date of joining at IIT (ISM)		
Date of Last promotion (DPC)		
Date of Last upgradation (ACP/MACP)		
Details of Training/program attended (Use overleaf, if required)		

Educational Qualification: Starting with secondary education (please submit the Documentary evidence even if these are available in Establishment Section. Please attach photo copies of all qualifications)

Examination	Branch/Stream	Name of College /University	Year	Percentage/ Grade	Class/ Division

I hereby declare that all the entries in this form as well as attached photo copies of documents are true to the best of my knowledge.

Date:

Place:

(Signature of Applicant)