



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

423339/2021-ESTT.

Dated: 7th January, 2021

CIRCULAR

[Limited Departmental Competitive Exam for Internal Candidates only]

Advertisement for Combined Limited Departmental Competitive Examination (LDCE) for the post of Junior Superintendent (L-6) and Senior Assistant (L-5).

IIT(ISM) Dhanbad invites application from regular Senior Assistants/Junior Assistants fulfilling the under mentioned requirements for filling up the vacant posts of Junior Superintendents and Senior Assistants under LDCE Quota through Combined Limited Departmental Competitive Examination.

Sl. No.	Name of the post(s) /No. of tentative vacancy	Level in the Pay Matrix of 7 th CPC	Eligibility
1.	Junior Superintendent [Total -14 (UR)]	Pay Level – 06	Junior / Senior Assistants of IIT(ISM) Dhanbad having : - i. Bachelors' Degree in any discipline from a recognized university with 4 years' experience as Sr. Assistant or equivalent in the Pay Level- 5* (Pre revised Pay Band-1 Grade Pay of Rs. 2800/-) or 06 years relevant experience as Junior Assistant at Pay Level – 3# (Pre-revised Pay Band – 1 Grade Pay: Rs. 2000/-) and above. ii. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. Note- Date for determining eligibility - 01.01.2022.
2.	Senior Assistant [Total - 35 (UR-28, SC-5 & ST-2)]	Pay Level – 05	Junior Assistants of IIT(ISM) Dhanbad having : - i. Bachelors' Degree in any discipline from a recognized university with at least 55% marks [§] in qualifying degree with 4 Years of experience as Junior Assistant [#] in Pay Level–3 (Pre-revised Pay Band – 1 Grade Pay: Rs.2000/-) or equivalent. ii. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. iii. Having typing speed of 40 w.p. m. / 35 w.p.m. in English and Hindi respectively on computer. <i>The requirement of typing mentioned in the Recruitment rules will not apply in the case of</i>

			<p><i>Physically Handicapped persons who are certified as being unable to type by the IIT (ISM) Hospital/Medical Board.</i></p> <p>Note- Date for determining eligibility - 01.07.2021.</p>
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*The services rendered in Pay Level 04 as Stenographer / UDC in IIT(ISM), Dhanbad would be counted for the purpose of required experience in Pay Level 05.

#The services rendered in Pay Level 02 as LDC in IIT(ISM), Dhanbad would be counted for the purpose of required experience in Pay Level 03.

\$Relaxation in respect of requirement of minimum percentage of marks (55%) in Bachelors' Degree.

Important Note- The above relaxations are to be availed only once by any candidate.

General Instructions

1. Mode of Selection: Screening of the candidates, after fulfilling the eligibility conditions of Residency Period, shall be made on the basis of their APARs of years 2018, 2019 & 2020. The candidates obtaining the prescribed benchmark shall be called to appear in the written test, Computer Proficiency cum Typewriting Speed test, as the case may be. The final merit list shall be made as follows:-

(A) **Junior Superintendent** – A merit list of the candidates obtaining minimum qualifying marks in the written test and computer proficiency test separately shall be made on the basis of total marks of these two tests. The first 14 candidates in order of merit shall be declared recommended for appointment to the post of Junior Superintendent (Pay Level- 06).

(B) **Senior Assistant** – The candidates who obtained minimum qualifying marks in the written test and Computer proficiency test and also qualify the type-writing speed test shall be ranked on the basis of total marks obtained in the written test and Computer proficiency tests. The candidates who are not recommended for the post of Junior Superintendent shall be recommended for the appointment to the post of Senior Assistant (pay Level- 05).

Scheme of tests:-

Main Examination:

Step I: Written Test	- 80 marks
Step II: Computer Proficiency Test (MS-Word, Excel & Power Point)	- <u>20 marks</u>
Total	- 100 marks

Trade Test (qualifying nature) – It will be a part of Computer Proficiency test. However, this will be of qualifying nature only and marks obtained in typing test will not be added in preparation of merit list. The candidates will be called to appear in the Trade Test comprising of typing speed and skill test on Computer. In the Typing speed test, the candidates will be given a matter for typing and they will be required to reproduce the same on the computers. In the Skill test the candidate's skill to format (alignment, font size, font-type, indentation, uppercase to lowercase or lowercase to upper case, sentence case) insert page number, pictures, shapes, hyperlinking, creation and formatting of table etc. in a Word-file will be tested.

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

2. 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.

3. 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.
4. Candidates are required to calculate their experience as on cut-off date which is 01.07.2021 for the post of Senior Assistant and 01.01.2022 for the post of Junior Superintendent.
5. IIT(ISM) through its competent Authority reserves the right to Amend / Cancel / Withdraw / add / delete any content of the above advertisement.
6. 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 14.01.2022**. The Sealed envelope is to be addressed to Assistant Registrar (Establishment), Ground floor, Administrative block, IIT(ISM), Dhanbad- 826004, Jharkhand.

REGISTRAR

Application form for Combined Limited Departmental Competitive Examination
(LDCE)
For the post of Junior Superintendent and Senior Assistant

Last Date to Apply: 14/01/2022

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 as on 01.07.2021	
Experience in present Post as on 01.01.2022	
Present Department / Section	
Pay Level and Basic pay of present post as on 01.07.2021	
Pay Level and Basic pay of present post as on 01.01.2022	
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)