



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

Estt-11013/1/2021-ESTT

Dated: 7th January, 2022

CIRCULAR

[Limited Departmental Competitive Exam for Internal Candidates only]

Advertisement for Selection in the posts of Junior Superintendent (Library), Assistant Engineer (Civil) and Assistant Engineer (Electrical) through Limited Departmental Competitive Examination (LDCE).

IIT(ISM) Dhanbad invites application **from regular employees of IIT(ISM)** for appointment on following posts under Infrastructure and Services through Limited Departmental Competitive Examination (LDCE).

Sl. No.	Name of the post(s)	Level in the Pay Matrix of 7 th CPC	Eligibility
1.	Junior Superintendent (Library)	Pay Level -06	<p>Sr. Technician (Library)/ Semi-Professional Assistant (Library) working in IIT(ISM), Dhanbad having</p> <p>i) M. Lib. Sc. / MLISc or equivalent from a Recognized University/Institute with at least 55% marks in the qualifying degree.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Arts/Science/ Commerce or any other discipline with and also B. Lib.Sc. /BLISc with at least 55% marks from recognized University/Institute.</p> <p>ii) Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration.</p> <p>iii) At least 04 years working experience in a reputed library in a post in IIT(ISM), Dhanbad in the Pay Level – 5 (Pre-revised Pay Band – 1 Grade Pay: Rs. 2800/-)</p> <p>iv) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent</p>

2.	Assistant Engineer(Civil)	Pay Level- 07	<p>Junior Engineer (Civil) working in IIT(ISM), Dhanbad who have</p> <p>(a) Three years' Diploma in Civil Engineering with minimum 55% marks from a recognized institution and having 3 years relevant experience as Junior Engineer (Civil) working in IIT(ISM), Dhanbad in the revised Pay Level – 6 (Pre-revised Pay Band-2 with Grade Pay of Rs.4200/-) or equivalent.</p> <p>(b) Should have experience of working in MS-Office and other computer softwares relevant to the area of work/specialization.</p>
3.	Assistant Engineer (Electrical)	Pay Level- 07	<p>Junior Engineer (Electrical) working in IIT(ISM), Dhanbad who have</p> <p>(a) Three years' Diploma in Electrical Engineering with minimum 55% marks from a recognized institution and having 3 years relevant experience as Junior Engineer (Electrical) working in IIT(ISM), Dhanbad in the revised Pay Level – 6 (Pre-revised Pay Band-2 with Grade Pay of Rs.4200/-) or equivalent.</p> <p>(b) Should have experience of working in MS- Office and other computer softwares relevant to the area of work/specialization.</p>

Promotion through LDCE will be done as per the Internal Advertisement, Screening of the received applications, Screening of APARs/ACRs and as per the performance in the written test(s) and Computer Proficiency test(s) of the shortlisted applicants. Shortlisted applicants will be required to appear and pass the below test:-

Written Test	-	80 marks
Computer Proficiency Test	-	<u>20 marks</u>
		Total- 100 marks

Syllabus for LDCE for:-

Junior Technical Superintendent (Library)

(A)Written Test:-

Question paper will be divided into two parts. The first part will be of objective type, while the second part will be of subjective type. The questions will be based on the topics as outlined below.

Scheme of Examination: Time: 2 Hours, Marks: 80

Objective questions [50 Marks]

1. Rules for issue of books to faculty & students.
2. Fine rules of Library.
3. Reference service to new user.

4. Indent processing of books.
5. Accession No, Allotment of Accession no.
6. GFR 2017: Procurement, Inventory, Contract and Library
7. Delegation of Financial Powers rules of IIT(ISM).
8. Accession Register details.
9. Rules for verification of stock of books.
10. Principle of library management.
11. Weeding out of books.
12. Classification Rules for rendering the books.
13. Open source software for Institute's library.
14. IRNS profile/ Vidwan Database
15. Rules for loss of books in Library
16. CCS Leave Rules.
17. CCS Conduct Rules.
18. Channel of Submission at IIT(ISM) Dhanbad.

Subjective Questions [30 Marks]

1. Noting & drafting
2. Correspondence with book vendors.
3. Correspondence with Accounts regarding FC/IA for purchase of books

(B) Computer Proficiency Test (20 Marks): MS-Word, MS-Excel & MS – Power Point.

Assistant Engineer (Civil/Electrical)

(A) Written Test:-

Question paper will be divided into two parts. The first part will be of objective type, while the second part will be of subjective type. The questions will be based on the topics as outlined below.

Scheme of Examination: Time: 2 Hours, Marks: 80

Objective questions [50 Marks]

1. Estimation and Costing
2. Scheduled rates.
3. Tender Work
4. Construction Safety
5. Penalty Clause
6. CCS Leave Rules.
7. CCS Conduct Rules.
8. Relevant Central Govt. / Institute's rules of Civil Engg. / Electrical Engg.

Subjective Questions [30 Marks]

1. Noting & drafting
2. Human Resource Management
3. Quality Management
4. Relevant Central Govt. / Institute's rules of Civil Engg. / Electrical Engg.

(B) Computer Proficiency Test (20 Marks): MS-Word, MS-Excel & MS – Power Point.

General Instructions

- 1.** 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.
- 2.** 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.
- 3.** Candidates are required to calculate their experience as on cut-off date which is 01/07/2021.
- 4.** IIT(ISM) through its Competent Authority reserves the right to Amend / Cancel / Withdraw / add / delete any content of the above advertisement.
- 5.** 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), Groundfloor, Administrative block, IIT(ISM), Dhanbad- 826004, Jharkhand.

REGISTRAR

**Application form for Limited Departmental Competitive Examination (LDCE)
For the post of Junior Superintendent (Library) and Assistant Engineer (Civil/Electrical)**

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	
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)