



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(186)/2017/2856

Dated, 31st October, 2017

M E M O

The undersigned is directed to convey that the on the recommendations of the 10th Administrative & HR Sub Committee of the BOG, the Board of Governors at its 186th meeting held on 24th June, 2017 approved the revised Recruitment & Promotions Rules for Group B, C & erstwhile Group D employees. Details are given in the Annex.

This is for information and necessary action.

Encl : As above.


(Pradip Pyne),
Registrar & Secretary
Board of Governors

To
All Deans
All Heads of Departments/Centres/Schools/Sections/Units

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG : 186-5 (iv)

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR



RECRUITMENT & PROMOTIONS RULES FOR GROUP B C & ERSTWHILE GROUP D POSTS

Approved by Board of Governors at its 186th meeting held on 24.06.2017.



**Recruitment rules for Group B, C and erstwhile D posts of
Indian Institute of Technology Kharagpur**

Kharagpur, the 12th June, 2017

In exercise of the powers conferred by sub-section (1) read with clause (h) of Section 6 of the Institutes of Technology (IIT Kharagpur) Acts of 1961 to institute academic and other posts and to make appointments thereto (except in the case of the Director) and in pursuance of the Ministry of Human Resource Development, Government of India letter no. F.No. 17-8/2009-TS.I dated 5th July, 2010 permitting IITs for amending their Recruitment Rules for various categories of posts to provide for vacancy based promotions and in supersession of the Indian Institute of Technology Kharagpur (Group B, C and erstwhile D posts) existing Recruitment Rules that were made from time to time except as respects things done or omitted to be done before such supersession the Board of Governors (BoGs) of Indian Institute of Technology Kharagpur of the Institute hereby makes the following rules regulating the method of recruitment to the Group B, C and erstwhile D posts in the Institute, namely:-

1. Short title and commencement.—(1) These rules may be called the Indian Institute of Technology Kharagpur, Group B, C and erstwhile D posts Recruitment and Promotion Rules, 2017, (2) They shall come into force on the date of their approval by the BOG and subsequently its notification and order by the Institute.

2. Application.—(a) These rules shall apply to the Group B, C and erstwhile D posts specified at row (1) of Schedule-I annexed to these rules, (b) All persons appointed on direct recruitment basis in accordance with the earlier Recruitment Rules or under any other notification/administrative instructions existing prior to notification of the Rules or on permanent absorption basis in accordance with the Permanent Absorption Rules of the Institute, shall continue in the substantive posts held by them, (c) All the appointments in the Institute after the notification of these rules shall be made only in accordance with the provisions of these Rules. Appointments to the existing posts not covered by these Rules shall continue to be in accordance with the recruitment rules notified /modified time to time by the Institute. Though, the pay band and Grade pay of existing post shall be amended invariably, (d) If any one provision of these rules contradicts with the provisions of the Acts and Statutes of the Institute, the rules as provided in the Acts and Statutes shall prevail upon the Recruitment and Promotion Rules, 2017.



3. Number of post, classification and level in the Pay Band and Grade pay.—The number of posts, their classification and pay band and grade pay attached thereto shall be as specified in rows (2) to (4) of the said Schedule-I. The Modified Assured Career Progression (MACP) as introduced by GOI shall be made applicable to the eligible posts in accordance with the orders issued in this regard by the Govt. of India from time to time, and as adopted by the BOGs of the Institute.

4. Method of recruitment, age limit, qualifications etc.— (a) The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in rows (5) to (13) of the aforesaid Schedule-I,

(b) The upper age limit for Institute employee and other types of the employees for applying against a direct post will be as per decision taken by the BOG of the Institute from time to time,

(c) The upper age-limit prescribed for direct recruitment shall be Relaxable in the case of candidates belonging to the Schedule Castes & Schedule Tribes, Other Backward Class of non-creamy layer and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and BOG of the Institute,

(d) The date for determining the age-limit shall be the closing date for receipt of applications,

(e) For direct recruitment/promotion to the various posts, the composition of the Selection Committee/Departmental Promotion Committees for different categories of posts shall be as per the laid down provisions in the Acts & Statutes of the Institute,

(f) If suitable candidate is not found through direct recruitment, the post may be filled up through deputation (including short term contract) /absorption basis,

(g) The meritorious institute employees with outstanding superior performance continuously during the period of consideration may be considered for recruitment by promotion in the next higher posts on selection basis with a maximum of 2 years of relaxation in the prescribed experience. Other terms and conditions affecting such promotion shall be governed by the criterion as given in Schedule-II annexed to these rules,

(h) The promotion on selection basis shall also be governed by the criterion as given in Schedule-III annexed to these rules. The promotion on non-selection basis shall be governed by seniority-cum-fitness as also given in the Schedule –III,

(i) There shall be no probation for the promotional posts having GP of Rs. 1900, 2400, 2800, 4600, 4800 and 5400 as per GOI guidelines if there is no Group Change after the promotion.



(j) If required, the specializations/areas as mentioned in row 7 may be modified suitably by the Director of the Institute based on the functional requirements.

5. **Disqualification.**—No person,-

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the BOG may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Interpretation:**- Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Director of the Institute, whose decision shall be final.

7. **Power to remove difficulty:**-If any difficulty arises in giving effect to the provisions of these rules, Director may make such provisions or issue such instructions, for reasons to be recorded in writing, with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.

8. **Power to relax.**—Where the BOG is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

9. **Saving.**—Nothing in these rules shall affect reservation, relaxation of upper age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward classes, ex-Serviceman or any other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard and as adopted by the BOG of the Institute. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	Junior Assistant
2	Number of Post	65
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2000
5	Whether selection post or non-selection post	Selection
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's Degree with knowledge of Computer office applications like MS Word, MS Excel etc. Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) Up to 20 % by Promotion (selection) failing which by direct recruitment, and b) Rest by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational qualification & Experience: Senior/Higher Secondary (10+2) pass with 3 years of working experience in the Institute in the GP of Rs. 1900 or 6 years of working experience in the Institute in the GP of Rs. 1800 and Knowledge of Computer office applications like MS Word, MS Excel etc. Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Senior Assistant
2	Number of Post	36
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 27 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's Degree with 3 years of relevant experience as Junior Assistant in the GP of Rs. 2000 or equivalent and knowledge of Computer office applications like MS Word, MS Excel etc and exposure to office procedure like maintenance of Files, Noting, and Drafting etc. are essential Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract), and (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational qualification & Experience: Senior/Higher Secondary (10+2) pass with 8 years (selection) or 10 years (Non-selection) of working experience in the Institute in the GP of Rs. 2000 holding the post of Junior Assistant. Knowledge of Computer office applications like MS Word, MS Excel etc. and exposure to office procedure like maintenance of Files, Noting, and Drafting etc. are essential.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Junior Executive
2	Number of Post	140
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 30 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in any discipline with 3 years of relevant experience and knowledge of computer office applications such as MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	(a) 50% by Direct Recruitment, (b) 40% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract), and (c) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Bachelor's degree in any discipline with 6 years (selection) or 10 years (non-selection) of relevant experience in the GP of Rs. 2800 in the Institute holding post of Senior Assistant or equivalent level and knowledge of Computer office applications. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Executive
2	Number of Post	60
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both selection and non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in any discipline with 3 years of relevant experience as Junior Executive in the GP of Rs. 4200 or equivalent level and knowledge of computer office applications such as MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification: Yes Age: No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Bachelor's degree in any discipline with 5 years (selection) or 10 years (non-selection) of relevant experience in the GP of Rs. 4200 in the Institute holding post of Junior Executive or equivalent level and knowledge of Computer office applications. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
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1	Name of the Post	Senior Executive
2	Number of Post	30
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both selection and non-selection
6	Age limit	Not exceeding 37 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in any discipline with 2 years of relevant experience as Executive in the GP of Rs. 4600 or equivalent level and knowledge of computer applications for office administration and secretarial practices
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Bachelor's degree in any discipline with 4 years (selection) or 10 years (non-selection) of relevant experience in the GP of Rs. 4600 in the Institute holding post of Executive or equivalent level and knowledge of Computer applications for office administration Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
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1	Name of the Post	Senior Executive Gr. I
2	Number of Post	4
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 40 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Master degree in any discipline with 2 years of relevant experience as Senior Executive in the GP of Rs. 4800 or equivalent level and knowledge of computer applications for office administration and secretarial practices
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : No Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Bachelor's degree in any discipline with 4 years (selection) or 10 years (non-selection) of relevant experience in the GP of Rs. 4800 in the Institute holding post of Senior Executive or equivalent level and knowledge of Computer applications for office administration Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
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भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	Junior Technician / Junior Laboratory Assistant
2	Number of Post	140
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2000
5	Whether selection post or non-selection post	Selection
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : a) Bachelor's Degree in Science(BSc) or equivalent in appropriate field, OR b) Diploma in Engineering of three years duration in appropriate field Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization Knowledge of Computer applications.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) Up to 20 % by Promotion (selection) failing which by direct recruitment, and b) Rest by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience : a) Diploma in Engineering of 3 years duration in appropriate field/ BSc or equivalent Degree in appropriate field and 2 years of relevant working experience in the GP of Rs. 1900 in the Institute or 4 years of relevant working experience in the GP of Rs. 1800 in the Institute, OR b) Senior/Higher Secondary(10+2) pass with ITI pass in first division and 3 years of relevant working experience in the GP of Rs. 1900 in the Institute or 5 years of relevant working experience in the GP of Rs. 1800 in the Institute, OR c) Senior/Higher Secondary(10+2) pass with 3 years of relevant working experience in the GP of Rs. 1900 in the Institute or 6 years of relevant working experience in the Institute in the GP of Rs. 1800 out of which 3 yrs in the Laboratory/ Workshop Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization and license in welding etc Knowledge of Computer applications.



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12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
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1	Name of the Post	Senior Technician / Senior Laboratory Assistant
2	Number of Post	61
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 27 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field and 3 years of experience as Junior Technician/Junior Laboratory Assistant in the GP of Rs. 2000 or equivalent level. Knowledge of Computer applications. Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization and license in welding etc.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment a) 90% by Promotion (Selection), and b) 10% by Promotion (Non-selection) failing which by Promotion (Selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Diploma in Engineering of 3 years duration in appropriate field/ BSc or equivalent Degree in appropriate field and 8 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 2000 holding post of Junior Technician/Junior Laboratory Assistant or equivalent in the Institute, OR Senior/Higher Secondary (10+2) pass with and without ITI pass in first division and 8 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 2000 holding post of Junior Technician/Junior Laboratory Assistant or equivalent in the Institute. Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization and licenses in welding etc
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
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1	Name of the Post	Junior Technical Superintendent
2	Number of Post	102
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Both selection and non-Selection
6	Age limit	Not exceeding 30 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field with 3 years of relevant experience. Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	(a) 50% by Direct Recruitment, and (b) 40% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (c) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Diploma in Engineering of 3 years duration in appropriate field/ BSc or equivalent Degree in appropriate field with 6 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 2800 holding post of Senior Technician/Senior Laboratory Assistant in the Institute Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
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1	Name of the Post	Technical Superintendent
2	Number of Post	62
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 35 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field with 2 years of relevant experience as Junior Technical Superintendent in the GP of Rs. 4200 or equivalent level. Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Promotion (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Diploma in Engineering of 3 years duration in appropriate field/ BSc or equivalent Degree in appropriate field with 5 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4200 holding post of Junior Technical Superintendent or equivalent level in the Institute Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
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1	Name of the Post	Senior Technical Superintendent
2	Number of Post	30
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 37 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field with 2 years of relevant experience as Technical Superintendent in the GP of Rs. 4600 or equivalent level. Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Promotion (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Diploma in Engineering of 3 years duration in appropriate field/ BSc or equivalent Degree in appropriate field with 4 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4600 holding post of Technical Superintendent or equivalent level in the Institute Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	Senior Technical Superintendent Gr. I (Technical officer)
2	Number of Post	8
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 40 Years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor of Engineering/Technology in appropriate field/MSc or equivalent Degree/ MCA in appropriate field with 2 years of relevant experience as Senior Technical Superintendent in the GP of Rs. 4800 or equivalent level. Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Promotion (a) 87.5 % by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 12.5 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience Diploma in Engineering of 4 years duration in appropriate field/ BSc or equivalent Degree in appropriate field with 4 years (Selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4800 holding post of Senior Technical Superintendent or equivalent level in the Institute Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Technical Officer post may be re-designated as Senior Technical Superintendent Gr. I in the line of other cadre



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1	Name of the Post	Junior Accounts Officer
2	Number of Post	10
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience. Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification: Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) Up to 20% by Promotion (selection) failing which by Direct recruitment/Deputation(Including short term contract). b) Rest by Direct Recruitment,
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience : Bachelor's degree in Commerce or BBA(finance) or MBA(finance) with 6 years of relevant experience in the GP of Rs. 2800 holding post of Senior Assistant or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Accounts Officer
2	Number of Post	5
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in Commerce or BBA(finance) or MBA (finance) with 3 years of relevant experience as Junior Account Officer in the GP of Rs. 4200 or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files,
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification: Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience : Bachelor's degree in Commerce or BBA (Finance) or MBA (finance) with 5 years(selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4200 holding post of Junior Account Officer or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Accounts Officer
2	Number of Post	2
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's degree in Commerce or BBA(finance) or MBA (finance) with 2 years of relevant experience as Account Officer in the GP of Rs. 4600 or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and Hands on experience in preparation and finalization of accounts
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification: Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience : Bachelor's degree in Commerce or BBA (Finance) or MBA (Finance) with 4 years(selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4600 holding post of Account Officer or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and Hands on experience in preparation and finalization of accounts. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Accounts Officer Gr.I
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Master's degree in Commerce or MBA(finance) with 2 years of relevant experience as Senior Account Officer in the GP of Rs. 4800 or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and Hands on experience in preparation and finalization of accounts
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification: No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification & Experience : Bachelor's degree in Commerce or BBA (Finance) or MBA (finance) with 4 years(selection) or 10 years (Non-selection) of relevant experience in the GP of Rs. 4800 holding post of Senior Account Officer or equivalent level Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and Hands on experience in preparation and finalization of accounts. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Medical Laboratory Technician (Pathology/ Radiology/ Physiotherapy)
2	Number of Post	6
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Not applicable
6	Age limit	No exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : a) Bachelor's degree in Science from a recognized University/Institute and the Candidate should possess Diploma in Medical Laboratory Technology from a recognized Institute, Or Bachelor of Medical Laboratory Technology, OR b) Bachelor's degree in Science or equivalent from a recognized University/Institute. Candidate should possess Diploma in Radiography from a recognized Institute, OR c) Bachelor's degree in Physiotherapy (BPT) of 3 years duration from a recognized University/Institute Must possess at least three (03) years relevant experience in a Medical Laboratory and worked in reputed Hospital or Diagnostic Centre after completion of the course.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Direct Recruitment failing which by Deputation (including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Deputation (including short term contract): From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies a) Holding analogous post or b) Possessing education qualification and experience as prescribed in row 7 / GOI norms
12	If a Departmental Promotion Committee exists what is its composition	Not Applicable
13	Reservation	As per Govt. of India
14	Remarks	New cadre. Recruitment rules for higher post shall be made after 3 to 4 years



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1	Name of the Post	Driver Grade II (Driver)
2	Number of Post	9
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2000
5	Whether selection post or non-selection post	Selection
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : a) Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience ,OR b) Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years relevant experience
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) Up to 12 % by Promotion (selection) failing which by direct recruitment, and b) Rest by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Secondary Pass with Driving License of both heavy and light duty vehicles and 3 years of relevant experience in the GP of Rs. 1900 in the Institute or 6 years of relevant experience in the Institute in the GP of Rs. 1800,,OR Secondary Pass with ITI course (Automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 3 years of relevant experience in the GP of Rs. 1900 in the Institute or 6 years of relevant experience in the Institute in the GP of Rs. 1800.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Driver Gr.II may be re -designated as Driver



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1	Name of the Post	Driver Grade I (Senior Driver)
2	Number of Post	5
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 27 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 4 years of driving and maintenance experience as Driver Grade II in the GP of Rs. 2000 ,OR Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 3 years relevant experience as Driver Grade II in the GP of Rs. 2000 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 8 years (Selection) or 10 Years (Non-selection) of driving and maintenance experience in the GP of Rs. 2000 holding the post of Driver Grade. II.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Driver Gr.I may be re-designated as Senior Driver



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1	Name of the Post	Senior Driver (Senior Driver Grade II)
2	Number of Post	3
3	Classification	Group `B`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 4200
5	Whether selection post or non-selection post	Both selection and non-Selection
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience as Driver Grade I in the GP of Rs. 2800 or equivalent ,OR Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years relevant experience as Driver Grade I in the GP of Rs. 2800 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 6 years (Selection) or 10 years(non-selection) of driving and maintenance experience in the GP of Rs. 2800 holding the post of Driver Grade. I.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Senior Driver may be re-designated as Senior Driver Gr II



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1	Name of the Post	Senior Driver Gr.I
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience as Senior Driver in the GP of RS. 4200 or equivalent ,OR Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years relevant experience as Senior Driver in the GP of 4200 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 5 years (selection) or 10 years (non-selection) of driving and maintenance experience in the GP of Rs. 4200 holding the post of Senior Driver.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Driver Gr.I (SG)
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 2 years of driving and maintenance experience as Senior Driver Gr. In the GP of Rs. 4600 or equivalent ,OR Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years relevant experience as Senior Driver Gr. I in the GP of Rs. 4600 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Essential Qualification & Experience : Secondary Pass with and without ITI (automobile) with Driving License of both heavy and light duty vehicles with 4 years (selection) or 10 years(non-selection) of driving and maintenance experience in the GP of Rs. 4600 holding the post of Senior Driver Gr. I.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	New post of Senior Driver Gr. I (SG) is created within sanctioned strength of the Driver cadre



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1	Name of the Post	Junior Engineer / Junior Architect
2	Number of Post	30
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Selection
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor of Engineering/Architecture or equivalent in appropriate field with 2 years of relevant experience or Diploma in Engineering/Architecture of three years duration in appropriate fields with 3 years of relevant experience Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc in case of Civil Works, Architecture and Mechanical Works.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : Yes
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) 90% by Direct Recruitment, and b) 10% by Promotion (Selection) failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Essential Qualification & Experience : Diploma in Engineering/Architecture of three years duration in appropriate field with 6 years of relevant experience in the Institute in the GP of Rs. 2800 holding post of Senior Technician or equivalent Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc in case of Civil Works, Architecture and Mechanical Works.
12	If a Departmental Promotion Committee exists what is its composition	AS per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Assistant Engineer / Assistant Architect
2	Number of Post	10
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor of Engineering/Architecture or equivalent in appropriate field with 2 years of relevant experience or Diploma in Engineering/Architecture of three years duration in appropriate fields with 3 years of relevant experience, as Junior Engineer/Junior Architect in the GP of Rs. 4200 or equivalent Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc in
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification & Experience : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion (a) 90% by Promotion (Selection) failing which by Direct recruitment/Deputation(including short term contract) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Essential Qualification : As per Row 7 Experience : Atleast 5 years (selection) or 10 years (non-selection) of relevant experience in the Institute in the GP of Rs. 4200 holding post of Junior Engineer/Junior Architect or equivalent Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Assistant Engineer / Senior Assistant Architect
2	Number of Post	6
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor of Engineering/Architecture in appropriate field with 1 year or Diploma in Engineering/Architecture of three years duration in appropriate field with 2 years of relevant experience, as Assistant Engineer/Assistant Architect in the GP of Rs. 4600 or equivalent. Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc in case of Civil Works, Architecture and Mechanical Works.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification & Experience : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion : Essential Qualification : As per Row 7 Experience : Atleast 4 years (selection) or 10 years (non-selection) of relevant experience in the Institute in the GP of Rs. 4600 holding post of Assistant Engineer/ Assistant Architect or equivalent Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Assistant Engineer Gr.I / Senior Assistant Architect Gr.I
2	Number of Post	3
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor of Engineering/Architecture in appropriate field with 2 year experience as Senior Assistant Engineer/Senior Assistant Architect in the GP of Rs. 4800 or equivalent. Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc in case of Civil Works, Architecture and Mechanical Works.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification & Experience : No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion : Essential Qualification : Diploma in Engineering/Architecture of three years duration in appropriate field Experience : Atleast 4 years (selection) or 10 years (non-selection) of relevant experience in the Institute in the GP of Rs. 4800 holding post of Senior Assistant Engineer/ Senior Assistant Architect or equivalent Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Library Information Assistant
2	Number of Post	9
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Not applicable
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's Degree in Library Science/Library and Information science or equivalent of a recognised University / Institute with 3 years of professional experience in a Library of a Library under Central/State/Autonomous or statutory organization/PSU/University or recognized research or educational Institution. Desirable :one year certificate in computer application from a recognised institution or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Direct Recruitment failing which by Deputation (including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Deputation (including short term contract) : From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies (a) Holding analogous post or (b) Possessing education qualification and experience as prescribed in row 7 / GOI norms
12	If a Departmental Promotion Committee exists what is its composition	Not Applicable
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Assistant Library Information Officer
2	Number of Post	4
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Bachelor 's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 3 years of relevant experience as Senior Library Information Assistant in the GP of Rs. 4200 or equivalent level under Central/State/Autonomous or statutory organization/PSU/University or recognized research or educational Institution.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Educational Qualification and experience: Bachelor's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute or equivalent obtained after graduation with 5 years (selection) or 10 years (Non-selection) of relevant experience in the Institute in the GP of Rs. 4200 holding the post of Senior Library Information Assistant or equivalent Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Library Information Officer
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Bachelor 's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 2 years of relevant experience as Assistant Library Information Officer in the GP of Rs. 4600 or equivalent level under Central/State/Autonomous or statutory organization/PSU/University or recognized research or educational Institution.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Educational Qualification and experience: Bachelor's Degree n Library Science/ Library and Information Science or equivalent of a recognised University / Institute or equivalent obtained after graduation with 4 years (selection) or 10 years (Non-selection) of relevant experience in the Institute in the GP of Rs. 4600 holding the post of Assistant Library Information Officer. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Senior Library Information Officer
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Bachelor 's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 2 years of relevant experience as Library Information Officer in the GP of Rs. 4800 or equivalent level under Central/State/Autonomous or statutory organization/PSU/University or recognized research or educational Institution..
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion Educational Qualification and Experience Bachelor's Degree in Library Science/Library and Information Science of a recognised University / Institute or equivalent obtained after graduation with 4 years (selection) or 10 years (Non-selection) of relevant experience in the Institute in the GP of Rs. 4800 holding the post of Library Information Officer. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Physical Training Instructor
2	Number of Post	12
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Not applicable
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games / Swimming / Hockey / Gymnasium / Volleyball / Badminton / Weightlifting / Tennis / Table Tennis / Athletics and Squash at university or State or National level
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment failing which by Deputation (including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Deputation (including short term contract): From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies a) Holding analogous post or b) Possessing education qualification and experience as prescribed in row 7 / GOI norms
12	If a Departmental Promotion Committee exists what is its composition	Not applicable
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Physical Training Instructor Grade I
2	Number of Post	5
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games / Swimming / Hockey / Gymnasium / Volleyball / Badminton / Weightlifting / Tennis / Table Tennis / Athletics and Squash at university or State or National level as Physical Training Inspector in the GP of Rs. 4200 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational qualification and experience: Bachelor's Degree in Physical Education with 5 years (Selection) or 10 years (Non-selection) of relevant experience in Sports & Games in the GP of Rs. 4200 holding the post of Physical Training Inspector. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Senior Physical Training Instructor
2	Number of Post	2
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both selection and non-selection Selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Bachelor's Degree in Physical Education with 2 years of relevant experience in Sports & Games / Swimming / Hockey / Gymnasium / Volleyball / Badminton / Weightlifting / Tennis / Table Tennis / Athletics and Squash at university or State or National level as Physical Training Instructor Grade in the GP of Rs. 4600 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : Yes Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational qualification and experience: Bachelor's Degree in Physical Education with 4 years (Selection) or 10 years (Non-selection) of relevant experience in Sports & Games in the GP of Rs. 4600 holding the post of Physical Training Inspector Gr.I. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Physical Training officer
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and non-selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Master's Degree in Physical Education with 2 years of relevant experience in Sports & Games / Swimming / Hockey / Gymnasium / Volleyball / Badminton / Weightlifting / Tennis / Table Tennis / Athletics/Squash/etc at university or State or National level as Senior Physical Training Instructor in the GP of Rs. 4800 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Essential Qualification : No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational qualification and experience: Bachelor's Degree in Physical Education with 4 years (Selection) or 10 years (Non-selection) of relevant experience in Sports & Games in the GP of Rs. 4800 holding the post of Senior Physical Training Inspector or equivalent Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Staff Nurse
2	Number of Post	15
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Not applicable
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council .with 3 year Nursing experience in a recognized Hospital
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment failing which by Deputation (Including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Deputation (including short term contract): From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies a) Holding analogous post or b) Possessing education qualification and experience as prescribed in row 7 / GOI norms
12	If a Departmental Promotion Committee exists what is its composition	Not applicable
13	Reservation	As per Govt. of India
14	Remarks	Those possessing Degree in Nursing may be considered for relaxation of experience as prescribed in row 7



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1	Name of the Post	Senior Staff Nurse
2	Number of Post	6
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with three years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council. with atleast 3 year relevant experience in a recognizd Hospital as Staff Nurse in the GP of Rs. 4200 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational qualification: Yes Age: No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational Qualification: As per row 7 Experience: Atleast 5 years (Selection) or 10 years(Non-selection) of relevant experience in the Institute in the GP of Rs. 4200 holding the post of Staff Nurse. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Those possessing Degree in Nursing may be considered for relaxation of experience as prescribed in row 7



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1	Name of the Post	Assistant Matron
2	Number of Post	3
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with three years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council with atleast 2 year relevant experience in a recognized Hospital as Senior Staff Nurse in the GP of Rs. 4600 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational qualification: Yes Age: No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational Qualification: As per row 7 Experience: Atleast 4 years (Selection) or 10 years(Non-selection) of relevant experience in the Institute in the GP of Rs. 4600 holding the post of Senior Staff Nurse. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	Those possessing Degree in Nursing may be considered for relaxation of experience as prescribed in row 7



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1	Name of the Post	Matron
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor Degree and must have passed the examination held by the Nursing Council with three years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council with atleast 2 year relevant experience in a recognized Hospital as Assistant Matron in the GP of Rs. 4800 or equivalent.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational qualification: No Age: No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion: Educational Qualification: As per row 7 Experience: Atleast 4 years (Selection) or 10 years(Non-selection) of relevant experience in the Institute in the GP of Rs. 4800 holding the post of Assistant Matron. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Security Inspector
2	Number of Post	8
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2000
5	Whether selection post or non-selection post	Selection
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Senior / Higher Secondary (10+2) pass with minimum 3 years experience in relevant field. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	a) Up to 25 % by Promotion(Selection) failing which by Direct recruitment b) Rest by Direct Recruitment; and
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 3 years of relevant experience within the Institute in the GP of Rs. 1900 holding the post of Security Guard or atleast 6 years of relevant experience in the GP of Rs. 1800 in the Institute
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Security Inspector
2	Number of Post	4
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 27 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Senior / Higher Secondary (10+2) pass with minimum 4 years experience as Security Inspector in the GP of Rs. 2000 or equivalent. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 8 years (selection) or 10 years (Non-selection) of relevant experience within the Institute in the GP of Rs. 2000 holding the post of Security Inspector or equivalent. The candidate must sound Physique and active habits. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	As per the GOI norms



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1	Name of the Post	Assistant Security Officer Gr. II
2	Number of Post	7
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4200
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 30 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor Degree with minimum 3 years of relevant experience. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	(a) 50 % by Direct recruitment, (b) 50% by Promotion (Selection and non-selection) failing which by Direct recruitment/Deputation(including short term contract), and
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 6 years (selection) or 10 years (Non-selection) of relevant experience within the Institute in the GP of Rs. 2800 holding the post of Senior Security Inspector. The candidate must sound Physique and active habits. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Assistant Security Officer Gr. I
2	Number of Post	3
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4600
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor Degree with minimum 3 years experience as Assistant Security Officer Gr. II in the GP of Rs. 4200 or equivalent. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 5 years (selection) or 10 years (Non-selection) of relevant experience within the Institute in the GP of Rs. 4200 holding the post of Assistant Security Officer Gr. II. The candidate must sound Physique and active habits. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Deputy Security Officer Gr. II
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 4800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 37 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor Degree with minimum 2 years experience as Assistant Security Officer Gr. I in the GP of Rs. 4600 or equivalent. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 4 years (selection) or 10 years (Non-selection) of relevant experience within the Institute in the GP of Rs. 4600 holding the post of Assistant Security Officer Gr. I. The candidate must sound Physique and active habits. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Deputy Security Officer Gr.I
2	Number of Post	1
3	Classification	Group `B`
4	Scale of Pay	PB-2 (Rs. 9300-34800) with GP Rs. 5400
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification & Experience : Bachelor Degree with minimum 2 years experience as Deputy Security Officer Gr. II in the GP of Rs. 4800 or equivalent. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: Yes Age: No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment/Deputation(including short term contract)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Educational Qualification: As per row 7 Experience: Atleast 4 years (selection) or 10 years (Non-selection) of relevant experience within the Institute in the GP of Rs. 4800 holding the post of Deputy Security Officer Gr. II. The candidate must sound Physique and active habits. Deputation (Including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms in this regard.
12	If a Departmental Promotion Committee exists what is its composition	As per the acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	Multi-Tasking Staff# (MTS)*
2	Number of Post	162#
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 1800
5	Whether selection post or non-selection post	Not Applicable
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Multi-Tasking Staff: Matriculation or equivalent pass from a recognized board
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	Not applicable
13	Reservation	As per Govt. of India
14	Remarks	

*No new recruitment in MTS cadre (direct recruitment) except compassionate appointment (to be reviewed after 3 years).

Total 162 posts are sanctioned in the MTS as well as Security Guard cadre. These posts may be kept as floating posts in the GP of Rs. 1800, 1900, 2400 & 2800 of the cadres.



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1	Name of the Post	Multi-Tasking Staff Gr.I
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 1900
5	Whether selection post or non-selection post	Non-Selection
6	Age limit	Not Applicable
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 2 years of experience as MTS in the GP of Rs. 1800 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: No Age : No
9	Period of probation, if any	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion (non-selection) failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION: Educational Qualification (a) Matriculation or equivalent pass from a recognized board, or (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and completed training with Grade B (70 percent marks and above) Experience: Atleast 3 years of experience as MTS or equivalent level in the GP of Rs. 1800 having atleast overall Good APARs in the last 3 years.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Senior Multi-Tasking Staff Gr.II
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2400
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not Applicable
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 3 years of experience as MTS Gr. I in GP of Rs. 1900 or equivalent
	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Qualification: (a) Matriculation or equivalent pass from a recognized board, or (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above) (c) Experience: Atleast 6 years (selection) or 10 years (non-selection) of experience in GP of Rs. 1900 holding post of MTS Gr. I or equivalent
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Senior Multi –Tasking Staff Gr. I
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Both Selection and Non-selection
6	Age limit	Not Applicable
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 2 years of experience as Senior MTS Gr. II in GP of Rs. 2400 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No Educational Qualification: No Age : No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Qualification: (a) Matriculation or equivalent pass from a recognized board, or (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above) Experience: Atleast 5 years (selection) or 10 years(Non-selection) of experience in the GP of Rs. 2400 holding the post of Senior MTS or equivalent
12	If a Departmental Promotion Committee exists	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



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1	Name of the Post	Security Guard*
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 1800
5	Whether selection post or non-selection post	Not Applicable
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Matriculation or equivalent pass from a recognized board with minimum 2 years of relevant experience. Must have active habits and sound physique. Ex-serviceman with arms license would be preferred.
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	Not applicable
13	Reservation	As per Govt. of India
14	Remarks	

- No new recruitment in Security Guard cadre (Direct recruitment)) except compassionate appointment (to be reviewed after 3 years). For number of post in row, please refer to MTS cadre.



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1	Name of the Post	Security Guard Gr.I
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 1900
5	Whether selection post or non-selection post	Non-Selection
6	Age limit	Between 18 and 25 years
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 2 years of experience as Security Guard in the GP of Rs. 1800 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	Educational Qualification: No Age : No
9	Period of probation, if any	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION: Qualification (c) Matriculation or equivalent pass from a recognized board, or (d) The Security Guard not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field with Grade B (70 percent marks and above) Experience: Atleast 3 years of experience I in the GP of Rs. 1800 holding the post of Security Guard having atleast overall Good APARs in the last 3 years.
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Security Guard
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2400
5	Whether selection post or non-selection post	Selection & Non-selection
6	Age limit	Not Applicable
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 3 years of experience as Security Guard Gr. I in GP of Rs. 1900 or equivalent
	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No Educational Qualification: No Age : No
9	Period of probation, if any	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Qualification: (d) Matriculation or equivalent pass from a recognized board, or (e) The Security Guard Gr. I not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above) (f) Experience: Atleast 6 years (Selection) or 10 years (Non-selection) of experience in GP of Rs. 1900 holding post of Security Guard Gr. I or equivalent
12	If a Departmental Promotion Committee exists what is its composition	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India
14	Remarks	



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1	Name of the Post	Senior Security Guard Gr. I
2	Number of Post	As given in MTS
3	Classification	Group `C`
4	Scale of Pay	PB-1 (Rs. 5200-20200) with GP Rs. 2800
5	Whether selection post or non-selection post	Selection
6	Age limit	Not Applicable
7	Educational and other qualifications required for direct recruitment	Educational qualification & Experience: Matriculation or equivalent pass from a recognized board with 2 years of experience as Senior Security Guard in GP of Rs. 2400 or equivalent
8	Whether age and education qualification prescribed for direct recruitment will apply in case of promotees	No Educational Qualification: No Age : No
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by Direct Recruitment (a) 90% by Promotion (Selection) (b) 10 % by Promotion(non-selection) failing which by Promotion (selection)
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	PROMOTION Qualification: (g) Matriculation or equivalent pass from a recognized board, or (h) The Senior Security Guard not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above) a) Experience: Atleast 5 years (selection) or 10 years (Non-selection) of experience in the GP of Rs. 2400 holding the post of Senior Security Guard or equivalent
12	If a Departmental Promotion Committee exists	As per the Acts and Statutes of the Institute
13	Reservation	As per Govt. of India guidelines
14	Remarks	



Schedule-II

The Internal candidates are eligible to apply against promotional posts through the Internal Circular on completion of the prescribed years of relevant experience in the immediate lower post as mentioned in the Schedule-I. However, the meritorious internal candidate(s) with *exceptionally superior* performance continuously in the immediate lower post of a cadre-ladder may be considered for recruitment by promotion in the next higher post against promotional posts with a relaxation in the prescribed experience as given in the Schedule-I through Internal Circular by a Special Committee constituted by the competent authority of the institute for the purpose. For such candidates, a maximum of 2 years of relaxation in the prescribed years of the experience for the post may be given. For example, if the promotional post under consideration has requirement of 6 years of experience for the promotion in the next higher post, 4 years would be required experience for a meritorious internal candidate for consideration of the promotion.

Exceptionally superior performance yardsticks may include i) academic track record, ii) CRs/APARs scores and immediate supervisor inputs, and iii) exceptional contribution to the institute within and beyond work domain. Initially the name(s) of such exceptional candidate(s) shall be recommended by an appropriately formed Committee at the Department/School/Centre/Section/Unit level duly endorsed by the Head with proper detailed justifications based on the above mentioned criteria. The candidature of such employees shall be placed before the institute level Screening Committee to be considered during the short listing process and for subsequent consideration of the Director. Once shortlisted, such candidates will go through the evaluation and assessment process as is designed by the Selection Committee along with other internal candidates.



Schedule-III

Criteria for Recruitment on Selection basis through Internal Circular (Promotion)

The candidates will be evaluated by the duly constituted Written / Trade test and Assessment/selection Committee as per the following.

Step I :

Written/ Trade Test : 50 marks

Step II :

Available ACRs/ APARS of last 4/5 years as the case may be : 20 marks

Assessment : 30 marks

Total : 100 marks

The minimum qualifying marks for Written/Trade Test will be 50% for General and OBC candidates and 40% for SC/ST candidates. The candidates who qualify in the Written/Trade Test (Step I) will be called for Step II of the selection process. However, actual selection will depend on the merit over and above this minimum level as determined by the respective Selection/assessment Committee.

Criteria for Recruitment on Non-selection basis through Internal Circular (Promotion)

The candidate will be evaluated by a duly constituted screening committee on Seniority-cum- Fitness basis. The APARs of the last four/five years as the case may be will be considered for checking the fitness. If found fit, the list of the panel shall be prepared based on the seniority and APARs.

Criteria for Recruitment through Open advertisement (Direct Recruitment)

The candidates will be evaluated by the duly constituted Written Test and Trade test committee as per the following.

The recommendation of the each committee shall be place before the combined committee of the written test and Trade Test.



Step I : Written Test

: 70 marks (Ministerial Posts)

: 60 marks (Other than Ministerial Posts)

Step II : Trade Test

: 30 marks (Ministerial Posts)

: 40 marks (Other than Ministerial Posts)

Total : 100 marks

The minimum cut off marks for the Written Test as well as Trade Test shall be determined by the committee on case to case basis. The Candidates who qualify in each test, i.e., the written Test and Trade Test (Step I & Step II) separately taking into account the cut off marks will be considered for preparation of the merit list. However, actual selection will depend on the merit over and above this minimum level as determined by the combined committee of the written Test and Trade test.

In case of a large number of applications received against a particular post, the step I may also be used for further short listing of the candidates considering the number of posts advertised for the post under consideration. In that case, only shortlisted candidates after the written Test will be called to appear for the Trade Test on a later date or on the same date. However, the merit will be prepared considering the weighted marks as mentioned above obtained in both the Tests. The minimum qualifying marks for actual selection shall be determined by the combined committee of the written Test and Trade Test considering overall performance of the candidates and number of vacancies.