423341/2021-ESTT.   Dated: 26   November, 2021

ADVERTISEMENT

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

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

Sl. No.	Name of the post(s)	Level in the Pay Matrix of 7th CPC	Eligibility
1.	Junior Superintendent	Pay Level – 06	**Senior Assistants of IIT(ISM) Dhanbad having : -** i. Bachelors' Degree in any discipline from a recognized university with 4 years' experience as Sr. Assistant or equivalent in the Pay Level- 5* (Pre revised Pay Band-1 Grade Pay of Rs. 2800/-) or 06 years relevant experience as Junior Assistant at Pay Level – 3# (Pre-revised Pay Band – 1 Grade Pay: Rs. 2000/-) and above. ii. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

*The services rendered in Pay Level 04 as Stenographer / UDC in IIT(ISM), Dhanbad would be counted for the purpose of required experience in Pay Level 05.
#The services rendered in Pay Level 02 as LDC in IIT(ISM), Dhanbad would be counted for the purpose of required experience in Pay Level 03.

General Instructions

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

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

1.1   Selection of the candidates will be on the basis of the marks obtained in the Written Test and Computer Proficiency Test.

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

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

Pradhan Rajesh Kumar Sinha
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4.   Candidates falling short or not fulfilling any of the criterion as mentioned in above rules will not be considered for promotion and their application will be summarily rejected.

5.   Candidates are required to calculate their experience as on cut-off date which is 01/07/2021.

6.   IIT(ISM) through its competent Authority reserves the right to Amend / Cancel / Withdraw / add / delete any content of the above advertisement.

7.   Duly filled and signed application with all necessary attachments must be sealed in an envelope and it should reach the Establishment section through **Speed post/registered/By Hand** by **6 P.M. on or before 03.12.2021**. The Sealed envelope is to be addressed to Assistant Registrar (Establishment), Ground floor, Administrative block, IIT(ISM), Dhanbad- 826004, Jharkhand.

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REGISTRAR

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
DHANBAD, JHARKHAND, INDIA PIN - 826004
Application form for Limited Departmental Competitive Examination (LDCE)

Last Date to Apply: 03.12.2021

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

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

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

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

Date:
Place:

(Signature of Applicant)