



Ghani Khan Choudhury Institute of Engineering and Technology
(A Centrally Funded Technical Institute under Ministry of Education, Government of India)
P.O: Narayanpur, Malda - 732 141, West Bengal

Advertisement No.: 01/NF/2025 Dated 20.01.2025

Recruitment for Non-Teaching positions in Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal

Ghani Khan Choudhury Institute of Engineering and Technology invites applications for recruitment of the following non-teaching posts from Indian nationals:

Sl. No.	Name of the Post/department	No. of Posts
1	Junior Engineer (Civil)	01 (UR)
2	Junior Assistant	01 (UR)

Note: UR= Unreserved

I. Qualifications, Experience and Age Limit:

For these posts' qualifications, experience and age Limit is as per approved Recruitment Rules for non-teaching posts of the institute as under:

Posts	Qualifications and Experience
Junior Engineer (Civil) (Group-B, 7 th CPC Level-6)	Essential: Diploma in Civil Engineering/Technology or equivalent with first class or equivalent. Age Limit: Not exceeding 30 Years.
Junior Assistant (Group-C, 7 th CPC level-2)	Essential: Senior Secondary (10+2) from a recognized board with a minimum typing speed of 35 w.p.m. and proficiency in computer word processing and Spread Sheet. Desirable: Proficiency in other computer, secretarial and stenography skills. Age limit: Not exceeding 27 years.

Terms & Conditions:

- i) The candidate should be a citizen of India.
- ii) All candidates are required to apply online in the prescribed format with complete, correct information and attachments. The candidate will be solely responsible for

the authenticity of the submitted information. Candidates are required to fill the online application form as available on the Institute website www.gkciet.ac.in. The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the Institute website www.gkciet.ac.in, along with this advertisement. The candidates are required to read these details carefully before filling up the form.

- iii) The post of Junior Engineer and Junior Assistant shall be filled through written test and skill test as per modalities fixed by the institute.
- iv) Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/ PwD Certificate, as the case may be, (in case claiming benefit of reservation).
- v) Applicants seeking reservation benefit available for SC/OBC/PwD category must upload the necessary documents justifying the claim of respective reservation as per Govt. of India norms. The certificate uploaded should be in the format prescribed by the Govt. of India.
- vi) In case the candidate wants to claim benefits under the PwD category, the candidate's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
- vii) The appointment will be made on regular basis subject to initial probation period of duration two years as per CCS rules and approved Recruitment Rules of the institute.
- viii) The appointment will be subject to the candidate being medically fit.
- ix) At present the age of retirement for non-teaching staff positions is 60 years.
- x) Residential accommodation on campus may be provided subject to availability; otherwise the employees are entitled for house rent allowance.
- xi) The appointees will be governed by new pension scheme as applicable to the employees of the Institute as per Government of India norms.
- xii) The appointees are entitled for the benefit of Leave Travel Concession as per applicable rules.
- xiii) Persons already employed in Government/semi Government organization should route their applications through proper channel. An advance copy may, however, be sent in which case, a no objection certificate (NOC) in the prescribed format attached below at **Annexure-A** from competent authority should be attached in the online application form and presented at the time of interview.
- xiv) Incomplete applications and those received after closing date or without requisite fees shall be rejected and no claim for refund of fee shall be entertained in any case.
- xv) The candidates applying for more than one post advertised, should submit the online application separately along with requisite fees for each post. However, the individual applicants shall not submit multiple applications for the same post.
- xvi) Submission of Online Applications (Last Date **10th February 2025, 12 midnight**):
 - a. The online application portal will open on 21st January, 2025.
 - b. Please read/follow the instructions given in recruitment portal before filling up and submitting the application online. The applications are primarily accepted only through the online portal and no other mode submission is acceptable.

- c. A latest passport size photograph is to be uploaded which must appear in the space provided in the online application form.
- d. Application Fee to be paid while submitting the application online: General/ OBC category candidates: Rs. 1500/-; SC/ST Candidates: Rs. 500 and PWD/Women candidates are exempted from paying the application fee.
- e. Please attach a self-attested copy of your Birth Certificate/Matric/Secondary School Certificate as evidence of your date of birth.
- f. Self-attested copies of certificates
 - Educational qualifications: Matriculation onwards
 - Experience: Teaching, Research, Industry, any other from employer from latest to the earliest.
 - Proof for SC/ST/OBC/PWD (Differently abled persons) i.e. Certificate issued by competent authority (as per Govt. of India guidelines).
- g. Cut-off date for determining age limit and experience will be the last date for receipt of the online applications (10th February 2025).**

After the online submission of the form, candidates will have to take a print out of the form. All the documents in support of the application are to be attached with the application. All the pages of the application and supporting document are to be signed by the applicant. All the information of the application is to be validated by supporting document else will not be considered in shortlisting process. Signed application and all signed supporting documents, in a single PDF, are to be uploaded in the application link after paying the application fee. Last date for submitting the application online is **10th February 2025, 12 midnight**.

A hard copy of this PDF (application and all supporting documents) will have **to be posted/submitted to**

The Director

**Ghani Khan Choudhury Institute of Engineering and Technology,
Narayanpur, Malda, West Bengal-732141**

The last date of receiving hard copy of application is 14th February (Friday), 5 PM. Name of the post applied for should be super scribed on the envelope used for sending the hard copy of the application.

The institute shall not be responsible for any postal delay or non-receipt of the application. No such request will be entertained.

- xvii) No documents will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xviii) The OBC certificate issued **on or after 01.04.2024**, in the prescribed form, issued by the competent authority declared by the Government of India will be accepted as proof in support of claim as OBC candidate.
- xix) The Institute further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
- xx) The number of posts advertised can be varied as per the requirement of the Institute.
- xxi) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director of the Institute shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down

in the advertisement.

- xxii) No TA/DA in connection with the submission of application form or appearing in the final interview will be paid to the candidate.
- xxiii) The candidates are required to fill up the online application form along with documentary evidences as on date **10th February, 2025 (Monday) up to midnight.**

Checklist of documents to be submitted in hard copy of the application:

- 1) Printout of online Application duly signed on each page.
 - 2) Self-Attested copy of Proof of Date of Birth i.e. Birth Certificate/ Matriculation/ Secondary School Certificate.
 - 3) Self-Attested copies of all certificates and Mark Sheets from Matriculation / Senior Secondary / Diploma/ Bachelor's Degree / Master's Degree / Ph.D. Degree. (Up to highest qualification attained)
 - 4) Self-Attested copies of any other additional qualification, if applicable
 - 5) Self-Attested copies of Experience Certificate issued by the Competent Authorities, if applicable.
 - 6) NOC in the format of annexure A, in case the candidate is already serving in Government.
- xxvii) **It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received at the Institute.**
- xxviii) All addendum/corrigendum/updates on this advertisement shall be posted only on the Institute website. Candidates are advised to follow institute website for regular updates.

For any clarification, please mail to :

tech_support@gkciet.ac.in

Sd/-
Director, GKCET, Malda

{Format for No Objection Certificate (NOC)}

NO OBJECTION CERTIFICATE

Certified that _____ has joined in
_____ (Department name) of
_____(Institute name) on _____ as
_____ and at present
he/she is holding the post of _____ w.e.f
_____ in the
_____ pay scale of
_____. At present, he/she is drawing basic pay of Rs.
_____.

This institute has no objection if he/she applies for the post of
_____ in Ghani Khan Choudhury Institute
of Engineering and Technology against the Advertisement vide _____ dated
_____.

Signature of Head of Institute with stamp