

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No. 411002/6/2021-NFR

15 July, 2021

ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 2 yr. M.B.A., 2 yr. M.Tech., full time, part time and external Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website www.iitism.ac.in.

The Institute invites application from Indian Nationals for appointment for the following non-teaching post:

Sl. No.	Name of the post	No. of Vacancies						Level in the Pay Matrix	Remarks
		UR	SC	ST	OBC - NCL	EWS	Total		
1.	Junior Assistant	25	11	6	21	10	73	Level - 3	2 posts are reserved for Divyang persons, if found suitable. Up to 2 vacancies may be filled up on compassionate ground, if suitable candidates are available.

Eligibility Conditions:

Sl. No.	Name of the Post/ Pay Level/ Maximum Age Limit	Educational Qualifications and Experience
1.	Junior Assistant/ Pay Level-3/ 30 years	i) Bachelor's Degree in any discipline from a recognized university with at least 55% marks. ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point. iii) Having typing speed of either 40 w.p.m. in English or 35 w.p.m. in Hindi on computers. Note: The requirement of typing speed mentioned in the Recruitment rules will not apply in the case of Divyang persons who are certified as being unable to type by the IIT (ISM) Hospital/ Medical Board.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	Age relaxation for SC, ST, OBC-NCL, Divyang candidates against reserved posts shall be admissible as per Government of India Norms.
2.	In the case of candidates who have served the Institute for at least three years on a regular post, the maximum age limit is 50 years. In the case of candidates who have served the Central/State Government, Central/State Autonomous Bodies, Central other IITs/NITs/CFTIs etc. for at least three years on a regular post, the maximum age limit may be relaxed by 5 years.

	Age relaxation as per GoI norms shall also be admissible to the regular employees of Central/State Governments; Ex-Servicemen etc.									
3.	<p>(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.</p> <p>(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p>									
4.	<p>(a) The SC/ST/ OBC-NCL are required to attach a copy of the Caste Certificate with the application in the latest format prescribed by the Govt. of India.</p> <p>(b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC-NCL/EWS and Divyangs. Central Govt. approved lists of SC, ST and OBC-NCL categories are applicable at IIT (ISM), Dhanbad.</p>									
5.	The closing date for submission of application shall be the cut-off date for age, educational qualification.									
6.	The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.									
7.	<p><u>Method of Recruitment for the post of Junior Assistant:</u></p> <p><u>Part-A: Screening Test (Qualifying nature):</u></p> <p>The candidates eligible on the basis of their educational qualification and age will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Main Examination. On the basis of performance of the candidates in the screening test, 10 times of the total number of vacancies (i.e. 730) shall be shortlisted for next round of selection process. If the number of reserved category candidates in the shortlisted candidates list are not adequate (i.e. approximately 10 times the number of vacancies for the respective category), the cut-off marks for such reserved category/categories may be lowered below the cut-off for UR category, subject to obtaining the minimum qualifying marks.</p> <p><u>Part-B: Trade Test (qualifying nature)</u></p> <p>The candidates shortlisted on the basis of screening test will be called to appear in the Trade Test comprising of Typing speed and skill test on Computer. In the typing speed test, the candidates will be given a matter for typing and they will be required to reproduce the same on the computers. In the skill test the candidate's skill to format (alignment, font size, font-type, indentation, uppercase to lowercase or lowercase to upper case, sentence case) insert page number, pictures, shapes, hyperlinking, creation and formatting of table etc. in a Word-file will be tested.</p> <p><u>Part-C: Main Examination:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Step I: Written Test</td> <td style="text-align: center;">-</td> <td style="text-align: right;">80 marks</td> </tr> <tr> <td style="text-align: right;">Step II: Computer Proficiency Test (MS-Word, Excel & Power Point)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">20 marks</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">-</td> <td style="text-align: right;">100 marks</td> </tr> </table>	Step I: Written Test	-	80 marks	Step II: Computer Proficiency Test (MS-Word, Excel & Power Point)	-	20 marks	Total	-	100 marks
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Total	-	100 marks								

	<p>The candidates after appearing in the Trade Test will be called to appear in the Written Test, Computer Proficiency Test. The answer sheets of candidates qualified in the Trade Test will only be evaluated.</p> <p>Final merit list of candidates will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test.</p> <p>The Selection Committee shall decide the minimum qualifying marks/standards for the aforesaid tests, which shall be final.</p>
8.	No TA/DA will be paid for appearing in the recruitment tests.
9.	<p>Recruitment Fee and mode of payment: Recruitment fee Rs. 500/- to be paid through SBI collect link available on the website of the Institute https://www.onlinesbi.com/sbicollect/icollethome.htm?corpID=272342 and the payment details are to be filled in the application form.</p> <p>Note: SC/ST/ Ex-Servicemen/ Divyang and Female candidates are exempted from payment of recruitment fee.</p>
10.	<p>Application is required to be submitted online latest by 31st August, 2021 using the Non-Faculty Recruitment module available on the link https://nfr.iitism.ac.in/index.php/recruitment/User_login</p> <p>Notes:</p> <ol style="list-style-type: none"> i) Applications received after the closing dates and incomplete applications will be summarily rejected. ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process. iii) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates. iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected. v) The persons presently employed the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NoC) from their employer for applying against this advertisement. They may submit their application without NoC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NoC when asked for, failing which their candidature may not be considered.
11.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

Registrar