Employment Notification

Direct Recruitment for the posts of Superintendent / Personal Assistant

Advt. No.: RO/NO/26/35 **Date: 09.11.2026**

Indian Institute of Engineering Science and Technology (IIEST), Shibpur, Howrah, an Institute of National Importance, invites applications through online mode in the prescribed format from suitable Indian nationals for direct recruitment to the post of Superintendent / Personal Assistant. For eligibility criteria and other details, please visit the Institute website: (https://www.iiests.ac.in/en/updates?tab=notifications&category=Employment). The online application duly filled in all respects should be submitted through SAMARTH portal on or before December 09, 2026 (11.55 PM).

कुलसचिव / *Registrar*
09/11/26

পোঃ বোটানিক গার্ডেন,
হাওড়া-৭১১ ১০৩
পশ্চিমবঙ্গ, ভারত
দূরভাষ ঃ (০৩৩) ২৬৬৮-১৫০৩
ইমেল ঃ regis@iiests.ac.in
ওয়েবসাইট ঃ www.iiests.ac.in

डाकघर : बोटानिक गार्डन,
हावड़ा-711 103
पश्चिम बंगाल, भारत
फोन : (033) 2668-1503
ईमेल : regis@iiests.ac.in
वेबसाईट : www.iiests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iiests.ac.in
Website : www.iiests.ac.in

Employment Notification

Direct Recruitment for the posts of Superintendent / Personal Assistant

Advt. No.: RO/NO/26/35 **Date: 09.11.2026**

The applicants are required to apply through these following links:

SAMARTH portal link: https://iiestsnt.samarth.edu.in

Google form link: https://forms.gle/4NY2VrS6dudkrBaZA

Last date of receiving online application through SAMARTH portal: 09.12.2026 up to 11:55 pm

Last date for submission of application through Google form: 14.12.26 up to 11:55 pm

Employment Notification

Direct Recruitment for the posts of Superintendent / Personal Assistant

Advt. No.: RO/NO/26/35 **Date: 09.11.2026**

Indian Institute of Engineering Science and Technology, Shibpur, an Institute of National Importance under the Ministry of Education (MoE), Government of India, invites applications from eligible Indian Nationals for direct recruitment to the following non-teaching positions of the Institute:

Sl. No.	Name of the post	As per the 6th CPC	As per the 7th CPC	Total no. of posts	Category-wise distribution
			Pay Level		
(a)	Superintendent	PB: 2, GP: Rs.4200	06	03	OBC(NCL): 01 and UR: 02
(b)	Personal Assistant	PB: 2, GP: Rs.4200	06	02	UR: 02

Eligibility criteria and other details are as per the NITs Non-teaching Recruitment Rules 2019, the recommendation of the Oversight Committee, and relevant notifications issued by the MoE from time to time, till the date of the completion of the selection process, will remain applicable.
For detailed information, refer to the Institute's website:
https://www.iiests.ac.in/en/updates?tab=notifications&category=Employment

- The applicant needs to apply through 'online' mode only through SAMARTH Recruitment Portal, duly filled in all respects, on or before December 09, 2026 (11.55 PM).
- Applications submitted through any other mode will not be considered.

Important Dates:

Opening date of online application through SAMARTH portal: 09.11.2026

Last date of receiving online application through SAMARTH portal: 09.12.2026 up to 11:55 pm

Last date for submission of application through Google form: 14.12.26 up to 11:55 pm

SAMARTH portal link: https://iiestsnt.samarth.edu.in

Google form link: https://forms.gle/4NY2VrS6dudkrBaZA

কুলসচিব / *Registrar*

General Instructions and Information for Direct Recruitment for the posts of Superintendent / Personal Assistant
(Advt. No.: RO/NO/26/35, Date: 09.11.2026)

1. Applicants must ensure that they possess all the requisite qualifications and experience required for the post as laid down in the advertisement.
2. All the degrees/diplomas/certificates mentioned in the advertisement must have been obtained from Universities/Institutions, duly recognized by the Competent authority.
3. The applicants are responsible for the authenticity of the information, documents, and photographs they furnish. The candidature is liable to be canceled if any false statement or any sort of suppression of facts is found at any point in time.
4. The prescribed qualifications are the bare minimum and mere possession of the same does not ensure that the applicant will be called for the written test(s) and/or skill test.
5. It is to be noted that the marks obtained in the Written Test will only be considered for preparing the Merit list.
6. Tie-Breaking Procedure: If the same marks are obtained in Stage-I (Written Test) by two or more candidates, the following criteria shall be applied in sequence to determine position in the merit list.
   (I) The candidate with more positive (correct) marks in the Written Test, i.e., in Stage-I, will be given priority.
   (II) If the tie still persists, the candidates with higher age, by virtue of date of birth, will be placed higher in the merit list.
   (III) And if the tie still persists, i.e., if dates of birth are found to be the same, higher percentage of marks in the examination meant for minimum academic qualification required for the post would be given priority in seniority.
7. The Institute reserves the right to modify/defer, or cancel full/part of the advertisement/ recruitment at any stage of processing without assigning any reasons. The Institute reserves the right to fill or not to fill any or all of the advertised posts.
8. The Final merit list will be prepared solely based on the performance in the Stage-I (Written Test), subject to qualifying in Stage-II (skill test) and the recommendation of the Selection Committee. It should be noted that qualifying in the Skill Test (i.e., for the post of Superintendent: knowledge in Computer applications viz., Word Processing and Spreadsheet; and for the post of Personal Assistant: a minimum speed of 100 w.p.m. in stenography) is mandatory for candidates to be considered for the selection process.
9. Age, qualifications, and experience will be counted as of the last date for submission of the application form.
10. Relaxation, if any, is admissible as per Central Government Rules.
11. Any relaxation claimed must be supported by valid documents or certificates issued in the name of the concerned candidate.
12. Applicants should be physically fit and mentally sound.

13. Valid Caste certificate (SC/ST/OBC(NCL)/EWS) in the applicant's name from officers authorized by the Government of India to issue such a certificate (if applicable). OBC (NCL)/EWS certificate must be issued **on or after April 1, 2026**. Otherwise, their application will be considered in the unreserved (UR) category. PwD candidates shall be required to submit proof of the disability issued by a competent medical authority (i.e., must be not less than 40% of relevant disability). The certificate for claiming the PwD category must be valid on the closing date of the online application.
14. All original testimonials/documents are to be produced before proceeding for the written test and skill test.
15. No Travelling Allowance (TA) or Daily Allowance (DA) will be paid by the Institute to any candidate for appearing in the written test and/or skill test. Candidates must make their own arrangements for travel and stay.
16. Any correspondence whatsoever will lead to cancellation of the candidature. Canvassing in any manner would entail the disqualification of candidature.
17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in the Hon'ble High Court, Kolkata.
18. Applicants are requested to visit the Institute website regularly for any updates/corrigenda/ addenda, etc.
19. The decision of the Authority shall be final and binding upon all concerned.
20. The details regarding qualification/experience, etc., are as per the latest recruitment rules for non-teaching staff of NITs and IIEST, Shibpur, notified by the MoE, Govt. of India. However, any modification to the Recruitment Rules notified by MoE shall be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OMs issued by MoE till the date of the completion of the selection process.
21. The pay and conditions of deputation of the officer selected shall be regulated in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Government of India or Board of Governors of Indian Institute of Engineering Science and Technology, Shibpur issued in this regard from time to time.
22. Educational qualification and experience will be as per the Recruitment Rules for Non-Teaching Staff (2019) of NITs and IIEST, Shibpur.
23. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.
24. Reservation rules as per the Government of India shall be applicable.
25. The application fees for (i) General/EWS/OBC(NCL) category candidates: Rs. 1500/- and (ii) SC/ST/PwD category candidates: Rs. 1000/-. Detailed instructions for payment of the requisite application fees are provided within the SAMARTH Recruitment portal.
26. Candidates employed in the Govt./Autonomous Bodies/PSUs need to apply through the proper channel addressed to 'Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah 711103', superscribing either **'Application for the Post of**

Superintendent' or **'Application for the Post of Personal Assistant'**, as applicable, on the envelope. **An Advance Copy of the application is to be submitted online (SAMARTH Recruitment Portal) by the due date and time**. Such candidates need to bring a "No Objection Certificate" from their present employer at the time of the written test and skill test.

27. Candidates employed in Government Departments, Public Sector Enterprises, or Autonomous Bodies must submit an updated Vigilance Clearance Certificate during physical document verification, if selected.
28. Applications received as incomplete/not through the proper channel will be summarily rejected.
29. Candidates having any query may write to the Registrar, IIEST, Shibpur at Email ID: **recruitment.nonfac@officer.iiests.ac.in** mentioning either 'Application for the Post of Superintendent' or 'Application for the Post of Personal Assistant', as applicable, in the subject line of the email. Candidates should check their email regularly.
30. The applicants need to apply online (SAMARTH Recruitment Portal) only within the due date and time.

कुलसचिव / *Registrar*

Application Process:

1. The Application form has to be submitted through **SAMARTH portal** and **Google form** with all necessary enclosures.
   SAMARTH portal link: https://iiestsnt.samarth.edu.in

   Google form link: https://forms.gle/4NY2VrS6dudkrBaZA
2. To submit the Application in online mode, click on the link: https://iiestsnt.samarth.edu.in and fill the online Application form with correct details for every item. Candidates should carefully fill up all the details required in the online Application form.
3. This online facility will be available on the Institute website https://www.iiests.ac.in/en/updates?tab=notifications&category=Employment from **09.11.2026**. The online application process will be closed on **09.12.2026 at 11.55 p.m**.
4. After final submission through the SAMARTH portal, download the filled Application Form and enclose the self-attested photocopies of the certificate / testimonials / documents, etc., uploaded during the online application through the SAMARTH portal. Please make a **single pdf file** with all the documents as mentioned and submit it through the Google Form **on or before 14.12.2026 by 11.55 p.m.** Applications received through the Google Form after the last date & time of submission as mentioned will not be considered.
5. Important: The complete Application form, along with all the supporting documents uploaded through the Google Form as a single pdf file, has to be mandatorily produced at the time of the written test and skill test.
6. Applications submitted only through the SAMARTH portal or only through a Google Form will not be considered.

Important Dates:

Opening date of online application through SAMARTH portal: 09.11.2026

Last date of receiving online application through SAMARTH portal: 09.12.2026 up to 11:55 pm

Last date for submission of application through Google Form: 14.12.26 up to 11:55 pm

SAMARTH portal link: https://iiestsnt.samarth.edu.in

Google form link: https://forms.gle/4NY2VrS6dudkrBaZA

Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	**Superintendent**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	**Essential:** i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age bar**: Not applicable **Educational Qualification:** No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% by direct Recruitment 25% by promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Promotion:** Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
		Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance: a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules (2019) for the post of PERSONAL ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	**Personal Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB - 2 (Rs.9300-34800) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	**Essential**: Bachelor's degree in any discipline or its equivalent from a recognized University/Institute. Minimum speed of 100 w.p.m. In stenography.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age. NO Educational Qualification: Yes
9.	Period of probation, if any	1 Year for Direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% Direct recruitment. 50% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Employees of the Institute with at least 2 years regular service as Stenographer (SG-II) PB-2 with GP Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable