



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826 004 (Jharkhand), India

No. 423426/2025/SA-ESTT

Date: 13th August, 2025

CIRCULAR

[Limited Departmental Competitive Exam for Internal Candidates only]

Advertisement for promotion to the post of Senior Assistant through Limited Departmental Competitive Examination (LDCE).

IIT(ISM) Dhanbad invites applications from regular employees of IIT(ISM) for promotion to the following posts through the Limited Departmental Competitive Examination (LDCE).

Sl. No.	Name of the Post	Level in the Pay Matrix of 7 th CPC	Eligibility	Remarks
1.	Senior Assistant	Pay Level-05	Essential: i) Bachelors' Degree in any discipline from a recognized university with at least 55% marks in qualifying degree with 4 Years of experience as Junior Assistant in Pay Level – 3 (Pre-revised Pay Band – 1 Grade Pay: Rs.2000/-) or 7 years of experience as Lower Division Clerk in Pay Level – 2 (Pre-revised Pay Band – 1 Grade Pay: Rs.1900/-) or equivalent. ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. iii) Having typing speed of 25 w.p.m. / 20 w.p.m. in English and Hindi respectively on computer. The requirement of typing mentioned in the Recruitment rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the IIT (ISM) Hospital/ Medical Board.	The service/residency period required for promotion through LDCE should be in the feeder post(s) at IIT (ISM), Dhanbad.

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 DPC as per the following:-

Step I: Written Test	- 80 marks
Step II: Computer Proficiency Test	- 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 in above post(s) 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 on the Institute's website and relevant Government/Institute rules.
3. The DPC shall decide the minimum qualifying marks/standards for the aforesaid tests, which shall be final.
4. Candidates falling short or not fulfilling any of the criteria 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 eligibility as on the cut-off date which is 01.01.2026.
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 27.08.2025**. The Sealed envelope is to be addressed to the Deputy Registrar (Establishment), Ground floor, Administrative Block, IIT(ISM), Dhanbad- 826004, Jharkhand.


REGISTRAR



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धनबाद— 826004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826004 (Jharkhand), India

**Application form for Limited Departmental Competitive Examination (LDCE) for
the post of Senior Assistant**

Last Date to Apply: 27/08/2025

Name (In BLOCK LETTERS) with Employee Code		Passport Size Photo
Father's Name		
Present Post / Designation		
Date of joining in Present Post / Designation		
Experience in present Post / Designation as on 01.01.2026		
Present Department / Section		
Pay Level and Basic pay of present post		
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 the Establishment Section. Please attach self-attested photocopies 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 photocopies of documents are true to the best of my knowledge.

Date:

Place:

(Signature of Applicant)