

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

No: 423429/2025/DPC-ESTT

Date : 12.11.2025

NOTICE No. 25/2025

Sub: Promotion through Limited Departmental Competitive Examination for various Group 'B' & 'C' positions for the vacancy year 2026-reg.

The list of Provisionally Eligible/Provisionally Not Eligible candidates along with the syllabus of the Written Test and Computer Proficiency Test/Trade Test for promotion Examination through LDCE for the post(s) of Senior Assistant (PL-05); Senior Technician (PL-05); Senior Technician [Library] (PL-05); ; Senior Technician [Maintenance] (PL-05); Junior Superintendent [Anticipated Vacancy] (PL-06); Superintendent (PL-07); Superintendent [Hospitality] (PL-07) and Technical Superintendent (PL-07), against the vacancy year 2026 are mentioned at **Annexure I to VIII**.

The minimum qualifying marks for the Written Test and Computer Proficiency Test / Trade Test of LDCE for all the post(s) are as under :-

Employee's Category	Written Test	Computer Proficiency Test / Trade Test
UR	60%	60%
SC/ST/PWD	55%	55%

The applicants, who are Provisionally Eligible/ Provisionally Not Eligible, may submit their deficit documents/representation, if any, as mentioned against their names, by 6:00 PM on or before **17.11.2025** in the Establishment Section.

No representation shall be entertained after 17.11.2025 at 6:00 PM.

Scheduled date of Written Test & Computer Proficiency Test/Trade Test is 11.12.2025 (Thursday)

PRABODH PANDEY
Digitally signed by PRABODH PANDEY
Date: 2025.11.12 13:11:46 +05'30'
Registrar

Data Sheet for Scrutiny/Screening of Applications for the post of Senior Assistant (PL-05) through LDCE

Sl. No.	Name & ID No.	Category	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Cutoff date	Mode of Appointment (Direct/ Promotion)	Experience in present post as on 01.01.2026	Minimum Requisite Experience (04 years) in IIT(ISM), Dhanbad	Educational Qualification with percentage	Matching the Educational as per the advt.	Remarks
1	Uttam Kumar, 1293	UR (OH)	Junior Assistant & PL-03	22-07-2021	01-01-2026	Direct	4Y 5M 10D	Yes	BA (TTM Hons)-58% MBA (Tourism)-52%	Yes	Provisionally Eligible
2	Suraj Kumar Pramanik, 1275	OBC	Junior Assistant & PL-03	04-06-2021	01-01-2026	Direct	4Y 6M 28D	Yes	B Com - 60%	Yes	Provisionally Eligible
3	Uddip Paul, 1280	OBC	Junior Assistant & PL-03	16-06-2021	01-01-2026	Direct	4Y 6M 16D	Yes	B Sc-72.46% PG (Pub. Admn)-67.91%	Yes	Provisionally Eligible
4	Munika Hansda, 1245	ST	Junior Assistant & PL-03	23-10-2020	01-01-2026	Compassionate Appointment	5Y 2M 9D	Yes	B A-57.28% ADCA-73%	Yes	Provisionally Eligible
5	Ravish Kumar Ranjan, 1281	OBC	Junior Assistant & PL-03	17-06-2021	01-01-2026	Direct	4Y 6M 15D	Yes	Graduation-74.88% PG (Pub. Admn)-62.43%	Yes	Provisionally Eligible
6	Rahul Ruj, 1455	OBC	Junior Assistant & PL-03	23-01-2023	01-01-2026	Direct	2Y 11M 9D	No	B.Sc (Hons) (Phy)-71.50% M.Sc (Phy) -72.50%	Yes	Provisionally Not Eligible-Not completed the minimum residency period in the feeder post

The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records

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

I) The syllabus for the LDCE for the post of Senior Assistant (PL-05) shall be as under:-

A. Written Test: 80 Marks

Section- I: Objective Questions (50 Marks)

1. Academics with special reference to IITs Act/Statutes & Governance: 05 Marks

- Institutes of Technology Act 1961
- Institute of Technology (Amendment) Act 2016
- IIT(ISM) Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works Committee, Senate and IIT Council
- CGPA/ SGPA
- National Education Policy – 2020, Provisions applicable on IITs
- Regulatory bodies in Higher Education

2. Research and Development/ Student Welfare: 05 Marks

- R & D Rules of IIT (ISM), Dhanbad
- Utilization Certificate/Statement of Expenditure
- R & D Accounting, Banking, PFMS
- Scholarship
- Fee Waiver
- Other students' matters, Hostel, Gymkhana matters

3. Establishment: 10 Marks

- CCS Leave Rules / Institute Leave Rules
- LTC
- Pay Fixation Rules
- Career Progression (MACP Scheme)
- TA Rules
- CGHS & CSMA Rules
- Retirement Benefits (Old Pension and NPS)
- Service Book
- Reservation in Services
- E-Office
- CCS Conduct Rules
- CCS (CCA) Rules

4. Purchase and Stores: 10 Marks

- Procurement of Goods & Services as per GFR
 - Government E- Marketplace
 - Inventory Management
 - Contract Management
 - Any other matter related to Purchase and Stores
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5. Finance & Accounts: 10 Marks

- General System of Financial Management
- Budget Formulation and Implementation
- Government Accounts, Grant-in-aid OH 31, OH-35, OH-36
- Income Tax, GST, TDS etc.
- Accounting Software/Tally
- HEFA-Higher Education Financing Agency
- PFMS
- TSA
- Other applicable financial rules

6. RTI-Right to Information and Rajbhasha Acts/Rules/Guidelines, Vigilance, Grievance Mechanism: 05 Marks

7. Institute's Manuals: 05 Marks

- Citizen's Charter
- DoFP (Delegation of Financial Powers)
- Channels of submission for Leave/APAR etc.
- Health Centre Manual
- Internal Audit Manual
- Record Retention Schedule
- Manual on Office Procedure

Section -II: Subjective questions (30 Marks)

1. Noting: 10 Marks
2. Drafting: 10 Marks
3. English Writing/Reading Skills: 10 Marks

B. Computer Proficiency Test: 20 Marks

(MS-Word, MS-Excel, MS-Power Point & E-office)

Data Sheet for Scrutiny/Screening of Applications for the post of Senior Technician (PL-05) through LDCE

Sl. No.	Name & ID No.	Category	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Cutoff date	Mode of Appointment (Direct/ Promotion)	Experience in present post as on 01.01.2026	Minimum Requisite Experience (04 years) in IIT (ISM), Dhanbad	Educational Qualification with percentage	Matching the Educational as per the advt.	Remarks
1	Arup Kumar Dey, 1364	UR	Junior Technician & PL-03	01-09-2021	01-01-2026	Direct	4Y 4M 00D	Yes	B.Sc(H)(Che)-55.75% M.Sc (Che)-7.23/10	Yes	Provisionally Eligible
2	Gopalji Shrivnarayan Sharma, 1305	OBC	Junior Technician & PL-03	10-08-2021	01-01-2026	Direct	4Y 4M 22D	Yes	Diploma (Mech.)-79.62% BE(Mech.)-69.20%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
3	Mousumi Dutta, 1317	UR	Junior Technician & PL-03	16-08-2021	01-01-2026	Direct	4Y 4M 16D	Yes	Diploma (Elect Eng)-77.2% B.Tech (Elect.)-77% M.Tech (Elect)-8.7 (CGPA)	Yes	Provisionally Eligible
4	Hansraj Kumar, 1347	OBC	Junior Technician & PL-03	24-08-2021	01-01-2026	Direct	4Y 4M 8D	Yes	Diploma (Mech Eng.)-77.97%	Yes	Provisionally Eligible
5	Baridy Sawk, 1315	OBC	Junior Technician & PL-03	16-08-2021	01-01-2026	Direct	4Y 4M 16D	Yes	Diploma (Elect. & Comm.)-76.11%	Yes	Provisionally Eligible
6	Satyajit Kumbhakar, 1345	OBC	Junior Technician & PL-03	24-08-2021	01-01-2026	Direct	4Y 4M 8D	Yes	Diploma (Elect. & Tele Comm.)-76.50% B.Tech (Elect. & Comm.)-7.42	Yes	Provisionally Eligible
7	Kumar Sangeet, 1357	OBC	Junior Technician & PL-03	27-08-2021	01-01-2026	Direct	4Y 4M 5D	Yes	Diploma (Mech Eng.)-72.73% Adv. Diploma (Foundary)-72.7%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
8	Amit Kumar Hui, 1337	UR	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Elect. & Tele Comm.)-80.70%	Yes	Provisionally Eligible
9	Bappa Ghosh, 1338	OBC-NCL	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Elect. & Tele Comm.)-83.20% B.Tech (IT)-8.22%	Yes	Provisionally Eligible
10	Avinash Kumar Prajapati, 1365	OBC	Junior Technician & PL-03	01-09-2021	01-01-2026	Direct	4Y 4M 00D	Yes	Diploma (Elect. Eng.)-72.46% BA (Arts)-54.39% MA(PS)-61.37%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
11	Nikita Kumari, 1353	OBC	Junior Technician & PL-03	26-08-2021	01-01-2026	Direct	4Y 4M 6D	Yes	Diploma (Elect. Eng.)-75%	Yes	Provisionally Eligible
12	Koushik Mitra, 1319	SC	Junior Technician & PL-03	16-08-2021	01-01-2026	Direct	4Y 4M 16D	Yes	Diploma (Mech. Eng.)-72.30%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
13	Dharmendra Kumar Prajapati, 1341	OBC	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Mech Eng)-77.25% AMIE (Mech. Eng.)-7.53 (CGPA)	Yes	Provisionally Eligible
14	Shyam Sundar Mishra, 1303	UR	Junior Technician & PL-03	11-08-2021	01-01-2026	Direct	4Y 4M 21D	Yes	BCA (Comp. Appl.)-68% MCA (Comp Appl)-69.22%	Yes	Provisionally Eligible
15	Prashant Kushwaha, 1344	OBC	Junior Technician & PL-03	24-08-2021	01-01-2026	Direct	4Y 4M 8D	Yes	Diploma (Mech Eng.)-71.50% AMIE (Sec. A & B)-7.4 (CGPA)	Yes	Provisionally Eligible
16	Mahesh Kumar Mahto, 1322	UR	Junior Technician & PL-03	17-08-2021	01-01-2026	Direct	4Y 4M 15D	Yes	Diploma (Mech. Eng.)-78.61%	Yes	Provisionally Eligible
17	Manoranjan Kumar Mahto, 1355	OBC	Junior Technician & PL-03	27-08-2021	01-01-2026	Direct	4Y 4M 5D	Yes	I.T.I (Fitter Trade)-83.28%	Yes	Provisionally Eligible

18	Trideo Prasad, 1367	OBC	Junior Technician & PL-03	02-09-2021	01-01-2026	Direct	4Y 3M 30D	Yes	ITI- B.Sc-80.41%	Yes	Provisionally Eligible
19	Mayank Mishra, 1340	UR	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Mech.) (Production)-68.33% B.Tech (Prod. Eng.)-68.68%	Yes	Provisionally Eligible
20	Sunava Paul, 1348	UR	Junior Technician & PL-03	25-08-2021	01-01-2026	Direct	4Y 4M 7D	Yes	Diploma (Mech. Eng.)-85.50%	Yes	Provisionally Eligible
21	Awadh Kishore Soren, 1363	ST	Junior Technician & PL-03	01-09-2021	01-01-2026	Direct	4Y 4M 0D	Yes	Diploma (Elec. Eng.)-68%	Yes	Provisionally Eligible
22	Heman Singh Harisda, 1359	ST	Junior Technician & PL-03	31-08-2021	01-01-2026	Direct	4Y 4M 1D	Yes	Diploma (Auto. Eng.)-74.8%	Yes	Provisionally Eligible
23	Vijay Kumar Mahto, 1332	OBC	Junior Technician & PL-03	19-08-2021	01-01-2026	Direct	4Y 4M 13D	Yes	Diploma (Auto. Eng.)-82%	Yes	Provisionally Eligible
24	Sandeep Kumar, 1306	ST	Junior Technician & PL-03	12-08-2021	01-01-2026	Direct	4Y 4M 20D	Yes	I.T.I (NCVT) (Electrician)-73.85%	Yes	Provisionally Eligible
25	Ajeet Kumar, 1321	SC	Junior Technician & PL-03	17-08-2021	01-01-2026	Direct	4Y 4M 15D	Yes	Diploma (CSE)-67.69%	Yes	Provisionally Eligible
26	Vikash Kumar Singh, 1297	UR	Junior Technician & PL-03	44417	46023	Direct	4Y 4M 23D	Yes	Diploma (Mech. Eng.)-59%	Yes	Provisionally Eligible
27	Amit Sau, 1354	UR	Junior Technician & PL-03	26-08-2021	01-01-2026	Direct	4Y 4M 6D	Yes	Diploma (Mech. Eng.)-83.7%	Yes	Provisionally Eligible
28	A.K. Aninda Mahadev, 1375	UR	Junior Technician & PL-03	01-10-2021	01-01-2026	Direct	4Y 3M 0D	Yes	BCA (Comp. Appl.)-72.97% MCA (Comp. Appl.)-71.50%	Yes	Provisionally Eligible
29	Durgesh Prasad, 1308	OBC	Junior Technician & PL-03	12-08-2021	01-01-2026	Direct	4Y 4M 20D	Yes	Diploma (Chem. Eng.)-76.62% B.Sc-47.55%	Yes	Provisionally Eligible
30	Mahesh Chand, 1346	OBC	Junior Technician & PL-03	24-08-2021	01-01-2026	Direct	4Y 4M 8D	Yes	Diploma (Chem. Eng.)-68%	Yes	Provisionally Eligible
31	Sushil, 1307	OBC	Junior Technician & PL-03	12-08-2021	01-01-2026	Direct	4Y 4M 20D	Yes	Diploma (Chem. Eng.)-73.40%	Yes	Provisionally Eligible
32	Mithlesh Kumar Mishra, 1312	EWS (UR)	Junior Technician & PL-03	13-08-2021	01-01-2026	Direct	4Y 4M 19D	Yes	Diploma (Elect. Eng.)-73.95%	Yes	Provisionally Eligible
33	Chandan Prasad Saw, 1383	UR	Junior Technician & PL-03	20-10-2021	01-01-2026	Direct	4Y 2M 12D	Yes	Diploma (Mech. Eng.)-73.68%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
34	Amit Kumar Rana, 1331	OBC	Junior Technician & PL-03	19-08-2021	01-01-2026	Direct	4Y 4M 13D	Yes	Diploma (ECE)-77.10%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
35	Pankaj Kumar Mondal, 1329	SC	Junior Technician & PL-03	19-08-2021	01-01-2026	Direct	4Y 4M 13D	Yes	Diploma (Elect. Eng.)-79.1% B.Tech (Elect. Eng.)-8.08%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
36	Shubham Kumar, 1300	OBC	Junior Technician & PL-03	09-08-2021	01-01-2026	Direct	4Y 4M 23D	Yes	Diploma (Civil Eng.)-75% Graduation (Sociology)-67%	Yes	Provisionally Eligible
37	Jai Shree, 1311	OBC (BC-I)	Junior Technician & PL-03	13-08-2021	01-01-2026	Direct	4Y 4M 19D	Yes	Diploma (ECE)-79.91% B.Tech (ECE)-8.16%	Yes	Provisionally Eligible
38	Ripu Kumar, 1371	OBC	Junior Technician & PL-03	09-09-2021	01-01-2026	Direct	4Y 3M 23D	Yes	Diploma (Elect. Eng.)-80.07%	Yes	Provisionally Eligible
39	Chandra Prakash Bhaskar, 1361	SC	Junior Technician & PL-03	01-09-2021	01-01-2026	Direct	4Y 4M 0D	Yes	Diploma (Elec. Eng.)-72% B.Tech (Elec. Eng.)-62%	Yes	Provisionally Eligible

40	Ravi Kumar Sainee, 1339	OBC	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Mech. Eng.)-71.4% CITS (Welder)-82.16% AMIE (Mech. Engg)-7.40	Yes	Provisionally Eligible
41	Kamalesh Biswas, 1299	SC	Junior Technician & PL-03	09-08-2021	01-01-2026	Direct	4Y 4M 23D	Yes	Diploma (Elec. Eng.)-68.1%	Yes	Provisionally Eligible
42	Tuhin Dey, 1301	UR	Junior Technician & PL-03	09-08-2021	01-01-2026	Direct	4Y 4M 23D	Yes	Diploma (Elec. Eng.)-83.6%	Yes	Provisionally Eligible
43	Ajay Kumar Singh, 1356	UR	Junior Technician & PL-03	27-08-2021	01-01-2026	Direct	4Y 4M 5D	Yes	Diploma (Mech. Engg)-78.20% B.Tech (Mech Engg)-76.92% M.Tech (Energy Engg)-8.00 PhD (Engineering Science)-8.64	Yes	Provisionally Eligible
44	Shiv Shankar Pandit, 1323	OBC	Junior Technician & PL-03	17-08-2021	01-01-2026	Direct	4Y 4M 15D	Yes	Diploma (I.T)-78.34% B.Tech (CSE)-74.10% M.Tech (CSE)-8.76 CGPA Ph.D (Part time) (CSE)-Pursuing	Yes	Provisionally Eligible
45	Reena Dey, 1349	GEN	Junior Technician & PL-03	25-08-2021	01-01-2026	Direct	4Y 4M 7D	Yes	Diploma (Chemical)-7.81 GPA Graduate (Chemical)-1st Div	Yes	Provisionally Eligible
46	Manas Sutradhar, 1377	OBC	Junior Technician & PL-03	01-10-2021	01-01-2026	Direct	4Y 3M 0D	Yes	I.T.I (Carpenter)-79%	Yes	Provisionally Eligible
47	Purushottam Kumar Paul, 1304	GEN	Junior Technician & PL-03	10-08-2021	01-01-2026	Direct	4Y 4M 22D	Yes	Diploma (Mech. Eng.)-78.15% BA (Pol. Sci)-59.40%	Yes	Provisionally Eligible
48	Tirtha Ghosh, 1313	GEN	Junior Technician & PL-03	13-08-2021	01-01-2026	Direct	4Y 4M 19D	Yes	Diploma (Civil. Eng.)-80.50%	Yes	Provisionally Eligible
49	Deepak Kumar, 1342	OBC	Junior Technician & PL-03	24-08-2021	01-01-2026	Direct	4Y 4M 8D	Yes	Diploma (Elec & Comm.)-79.67%	Yes	Provisionally Eligible
50	Atanu Bhaya, 1334	OBC	Junior Technician & PL-03	19-08-2021	01-01-2026	Direct	4Y 4M 13D	Yes	Diploma (Civil Eng.)-82.5%	Yes	Provisionally Eligible
51	Atanu Mitra, 1333	GEN	Junior Technician & PL-03	19-08-2021	01-01-2026	Direct	4Y 4M 13D	Yes	Diploma (Elect. Eng.)-75.60% BEE (Elec. Eng.)-87.24%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
52	Swarup Kumar Palit, 1366	OBC	Junior Technician & PL-03	01-09-2021	01-01-2026	Direct	4Y 4M 0D	Yes	Diploma (Mech. Eng.)-83%	Yes	Provisionally Eligible
53	Anamath Pandit, 1327	OBC	Junior Technician & PL-03	18-08-2021	01-01-2026	Direct	4Y 4M 14D	Yes	Diploma (CSE)-72.77% Graduation (Pol. Sci)-62%	Yes	Provisionally Eligible
54	Sukhendu Jana, 1352	GEN	Junior Technician & PL-03	26-08-2021	01-01-2026	Direct	4Y 4M 6D	Yes	ITI (IT & ESM)-79.71%	Yes	Provisionally Eligible
55	Md Ashif Ansari, 1316	OBC	Junior Technician & PL-03	16-08-2021	01-01-2026	Direct	4Y 4M 16D	Yes	Diploma (Mech. Eng.)-73.20%	Yes	Provisionally Eligible- Subject to submission of a 3yrs duration diploma certificate
56	Alam Ansari, 1369	OBC	Junior Technician & PL-03	02-09-2021	01-01-2026	Direct	4Y 3M 30D	Yes	Diploma (Civil Eng.)-72.51%	Yes	Provisionally Eligible
57	Amit Biswas, 1318	OBC	Junior Technician & PL-03	16-08-2021	01-01-2026	Direct	4Y 4M 16D	Yes	Diploma (Mech. Eng.)-69.6%	Yes	Provisionally Eligible
58	Astha Singh, 1335	GEN	Junior Technician & PL-03	23-08-2021	01-01-2026	Direct	4Y 4M 9D	Yes	Diploma (Elect. Eng.)-79.71%	Yes	Provisionally Eligible
59	Sandeep Kumar, 1325	OBC	Junior Technician & PL-03	17-08-2021	01-01-2026	Direct	4Y 4M 15D	Yes	B.A (Hons.)-68.62% Diploma (CSE)-65.11%	Yes	Provisionally Eligible

50	Sameer..1309	OBC	Junior Technician & PL-03	12-08-2021	01-01-2025	Direct	4Y 4M 20D		M.Sc-65.90% B.Sc (Che)-55.45%	Yes	Provisionally Eligible
The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records											

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

II) The syllabus for the LDCE for the post of Senior Technician (PL-05) shall be as under:-

A. Written Test: 100 Marks

Section -I:

Subject related: 50 Marks (MCQ) (Questions on Physics/ Chemistry/ Mathematics based on syllabus of 10th standard)

Section -II:

Rules & Regulations: 20 Marks (MCQ)

Relevant Institute Rules/ GoI Rules & Regulations viz Purchase Rules, CCS Leave Rules / Institute Leave Rules, RTI, Conduct Rules, Office Procedures, Citizen's Charter, DoFP (Delegation of Financial Powers), Channels of submission for Leave, Health Centre Manual, Internal Audit Manual, IIT Systems, Institutes of Technology Act 1961 & the Institutes of Technology (Amendment) Act 2016 and Statutes of IIT(ISM), Dhanbad, about the Institute etc.

Section -III:

Descriptive: 30 Marks

1. Noting & Drafting
2. Correspondence related to Labs which may include indent for procurement and AMC of equipment
3. Correspondence with vendors
4. Correspondence with the Store & Purchase Section
5. Maintenance of Stock register for fixed assets and consumables
6. Purchase procedures as per Institute's Purchase & Stores Manual
7. Institute's Delegation of Financial Powers

B. Trade Test : 100 Marks (Qualifying nature)

The candidate's practical working experience in their respective department/section

Annexure-III

Data Sheet for Scrutiny/Screening of Applications for the post of Senior Technician (Library) (PL-05) through LDCE											
Sl. No.	Name & ID No.	Category	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Cutoff date	Mode of Appointment (Direct/ Promotion)	Experience in present post as on 01.01.2026	Minimum Requisite Experience (04 years) in IIT(ISM), Dhanbad	Educational Qualification with percentage	Matching the Educational as per the advt.	Remarks
1	Lipika Khamari, 1396	OBC	Junior Technician & PL-03	01-12-2021	01-01-2026	Direct	4Y 1M 0D	Yes	Graduation (Arts)-45.38% PG (MLISc)-63%	Yes	Provisionally Eligible

The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records

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

III) The syllabus for the LDCE for the post of Senior Technician (Library) (PL-05) shall be as under:-

A. Written Test: 80 Marks

Section-I:

Subject related: 30 Marks (MCQ)

1. Rules for issue of books to Faculty and Students.
2. Fine rules of Library.
3. Reference service to new user.
4. Indent processing of Books.
5. Accession No, Allotment of Accession No.
6. GFR 2017: Procurement, Inventory, Contract and Library
7. Accession Register details
8. Rules for verification of stock of Books
9. Principle of Library Management
10. Weeding out of Books
11. Classification Rules for rendering the books
12. Open source software for Institute's Library
13. IRINS profile/Vidwan Database
14. Rules for loss of books in Library
15. Bibliographic DB/Indexing search
16. Journal Ranking Platform
17. Theses & Dissertation process
18. Similarity/Plagiarism platforms

Section-II:

Rules & Regulations: 20 Marks (MCQ)

Relevant Institute Rules/ GoI Rules & Regulations viz Purchase Rules, CCS Leave Rules / Institute Leave Rules, RTI, Conduct Rules, Office Procedures, Citizen's Charter related to Library of IIT (ISM), Dhanbad, DoFP (Delegation of Financial Powers), Channels of submission for Leave, Health Centre Manual, Delegation of Financial Powers rules of IIT(ISM), Internal Audit Manual, Channel of submission at IIT (ISM), Dhanbad, IIT Systems, Institutes of Technology Act 1961 & the Institutes of Technology (Amendment) Act 2016 and Statutes of IIT(ISM), Dhanbad, about the Institute etc.

Section-III:**Descriptive: 30 Marks**

1. Noting & Drafting : 10 Marks
2. Correspondence with Book vendors : 10 Marks
3. Correspondence with accounts regarding FC/IA for purchase of Books /Preparation of agenda for FC/BoG meetings on Library related matter/Library circulation notices/circulars : 10 Marks

B. Computer Proficiency Test : 20 Marks

MS-Word, MS-Excel, MS-Power Point & E-Office

Annexure-IV

Data Sheet for Scrutiny/Screening of Applications for the post of Senior Technician (Civil Maint.) (PL-05) through LDCE											
Sl. No.	Name & ID No.	Category	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Cutoff date	Mode of Appointment (Direct/ Promotion)	Experience in present post as on 01.01.2026	Minimum Requisite Experience (04 years) in IIT(ISM), Dhanbad	Educational Qualification with percentage	Matching the Educational as per the advt.	Remarks
1	Subham Roy, 1259	GEN	Jun-or Technician (CM) & PL-03	18-03-2021	01-01-2026	Direct	4Y 5M 14D	Yes	Diploma (Civil Eng.) - 72.20%	Yes	Provisionally Eligible
2	Mithilesh Kumar Mishra, 1312	EWS	Junior Technician & PL-03	44421	46023	Direct	4Y 4M 19D		Diploma (Elect. Eng)-73.95%		Provisionally Not Eligible-Not in the feeder post

The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records

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

IV) The syllabus for the LDCE for the post of Senior Technician (Maintenance) (PL-05) shall be as under:-

A. Written Test: 100 Marks

Section -I:

Subject related: 50 Marks (MCQ) (Questions on Physics/ Chemistry/ Mathematics based on syllabus of 10th standard)

Section -II:

Rules & Regulations: 20 Marks (MCQ)

Relevant Institute Rules/ GoI Rules & Regulations viz Purchase Rules, GFR 2017, CCS Leave Rules / Institute Leave Rules, RTI, Conduct Rules, Office Procedures, Citizen's Charter, DoFP (Delegation of Financial Powers), Channels of submission for Leave, Health Centre Manual, Internal Audit Manual, Institutes of Technology Act 1961 & the Institutes of Technology (Amendment) Act 2016 and Statutes of IIT(ISM), Dhanbad, about the Institute etc.

Section -III:

Descriptive: 30 Marks

1. Noting & Drafting
2. Correspondence with vendors/contractors
3. Institute's Delegation of Financial Powers
4. Maintenance Works, Major & Minor Works
5. About GeM and CPPP
6. Preparation of Estimates
7. Processing of Bills of maintenance works and Deposit works

B. Trade Test : 100 Marks (Qualifying nature)

The candidate's practical working experience in their respective department/section

Annexure-V

Final List of Scrutiny/Screening of Applications for the post of Junior Superintendent (PL-06) through LDCE

Sl. No.	Name & Emp Code	Category	Date of Initial Joining	Initial joining Post/ Designation & Pay Level	Re-designation post w.e.f.	Re-designation post w.e.f.	Pay Level and date of change	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Cut-Off date	Mode of Appointment (Direct/ Promotion)	Experience in present post as on 01.01.2026 in PL-03	Experience in present post as on 01.01.2026 in PL-03	Dept./ Section	Minimum Required Experience (04 years in Level 05 or 06 years in Level 03) in ET (SM), Dhanbad	Educational Qualification with Percentage	Matching the Educational / Qualification	Remarks
1	Manendra Kumar 1128	CHC	14-12-2015	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	Dean (Faculty)	Yes	BA (Hons)-58.43%	Yes	Provisionally Eligible
2	Renu Ojha 1115	GEN	14-12-2010	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	Dean (Academics)	Yes	B Com (Hons)-40.87%	Yes	Provisionally Eligible
3	Roushan Kumar 1141	CHC	14-12-2015	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	Dean (Academics)	Yes	BA(2025)-69.47%	Yes	Provisionally Eligible
4	Shrikant Subudya 1120	GEN	14-12-2015	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	Dean (Academics)	Yes	SSA-60%	Yes	Provisionally Eligible
5	Sandeep Bhambhani 1131	GEN	14-12-2015	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	CDC	Yes	BA (Hons)-55.97%	Yes	Provisionally Eligible
6	Sheela Rani 1136	SC	25-12-2015	LDC & Pay Level-02	Junior Assistant w.e.f 17.07.2018	17.07.2018	Pay Level-03 w.e.f 14.12.2018	Senior Assistant & Pay Level-05	03-02-2022	01-01-2026	Promotion (LDC)	3Y 10M 20D	2Y 5M 15D	Dean (W&C)	Yes	B Com (Accounts)-64.94%	Yes	Provisionally Eligible

The constitution of all eligible applicants is provisional, subject to vigilance (clearance) service records to ensure that the information provided by them matches the official service records.

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

V) The syllabus for the LDCE for the post of Junior Superintendent (PL-06) [Anticipated Vacancy] shall be as under:-

A. Written Test: 80 Marks

Section- I: Objective Questions (50 Marks)

1. Academics with special reference to IITs Act/Statutes & Governance: 05 Marks

- Institutes of Technology Act 1961
- Institute of Technology (Amendment) Act 2016
- IIT(ISM) Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works Committee, Senate and IIT Council
- CGPA/ SGPA
- National Education Policy – 2020, Provisions applicable on IITs
- Regulatory bodies in Higher Education

2. Research and Development/ Student Welfare: 05 Marks

- R & D Rules of IIT (ISM), Dhanbad
- Utilization Certificate/Statement of Expenditure
- R & D Accounting, Banking, PFMS
- Scholarship
- Fee Waiver
- Other students' matters, Hostel, Gymkhana matters

3. Establishment: 10 Marks

- CCS Leave Rules / Institute Leave Rules
- LTC
- Pay Fixation Rules
- Career Progression (MACP Scheme)
- TA Rules
- CGHS & CSMA Rules
- Retirement Benefits (Old Pension and NPS)
- Service Book
- Reservation in Services
- E-Office
- CCS Conduct Rules
- CCS (CCA) Rules

4. Purchase and Stores: 10 Marks

- Procurement of Goods & Services as per GFR
- Government E- Marketplace
- Inventory Management
- Contract Management
- Any other matter related to Purchase and Stores

5. Finance & Accounts: 10 Marks

- General System of Financial Management
- Budget Formulation and Implementation
- Government Accounts, Grant-in-aid OH 31, OH-35, OH-36
- Income Tax, GST, TDS etc.
- Accounting Software/Tally
- HEFA-Higher Education Financing Agency
- PFMS
- TSA
- Other applicable financial rules

6. RTI-Right to Information and Rajbhasha Acts/Rules/Guidelines, Vigilance, Grievance Mechanism: 05 Marks

7. Institute's Manuals: 05 Marks

- Citizen's Charter
- DoFP (Delegation of Financial Powers)
- Channels of submission for Leave/APAR etc.
- Health Centre Manual
- Internal Audit Manual
- Record Retention Schedule
- Manual on Office Procedure

Section -II: Subjective questions (30 Marks)

1. Noting: 10 Marks
2. Drafting: 10 Marks
3. English Writing/Reading Skills: 10 Marks

B. Computer Proficiency Test: 20 Marks

(MS-Word, MS-Excel, MS-Power Point & E-office)

Data Sheet for Scrutiny/Screening of Applications for the post of Superintendent (PL-07) through LDCE

Sl. No.	Name & ID No.	Category	Present Post/ Designation & Pay Level	Date of Joining at Present Post/ Designation	Mode of Appointment (Direct/ Promotion)	Cutoff date	Experience in present post as on 01.01.2026	Minimum Requisite Experience (03 years)	Educational Qualification with Percentage	Matching the Educational Qualification as per the advt.	Remarks
1	A K Anindita Mahadev, 1130	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	CA (Inter)-56.57% M.Com-59.83% B.Com-61.07%	Yes	Provisionally Eligible
2	Ankita Ghosh, 1126	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	BCA-70% PG Diploma (HRM)-62.54%	Yes	Provisionally Eligible
3	Shyam Kishore Rao, 1142	OBC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Com (H)(Comm.) -70.50% M.Com (Comm.)-59% PG Diploma (IBO)-57.67%	Yes	Provisionally Eligible
4	Chandan Kumar Pandey, 1121	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	BA-54% MBA (HRM)-59% MPA (PA)-65%	No	Provisionally Not Eligible- Not having 55% marks in Bachelors Degree
5	Pushpesh Sinha, 1143	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	BCA (Comp. App)-77.5% B.Libsc-72.37% MPA (PA)-60.25% PGDHRM-61.46%	Yes	Provisionally Eligible
6	Aniraban Dutta, 364	GEN	Jr. Superintendent & Pay Level-06	17-02-2021	Promotion (SQ)	01-01-2026	4Y 10M 15D	Yes	B.Com (H)-52.02%	No	Provisionally Not Eligible- Not having 55% marks in Bachelors Degree
7	Anura Dutta, 1125	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B. Sc-80.4% MA-55.4% Ph. D (Pursuing)	Yes	Provisionally Eligible
8	V Ravi Shankar, 1140	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Com (Hons.)-8.22 CGPA M.Com - 8.10 CGPA PGDHRM	Yes	Provisionally Eligible
9	Bishnu Kumar, 1117	SC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Sc (IT)-69.2%	Yes	Provisionally Eligible
10	Subhash Gope, 367	OBC	Jr. Superintendent & Pay Level-06	17-02-2021	Promotion (LDCE)	01-01-2026	4Y 10M 15D	Yes	B. Com (Comm.)-56% M.Com (Comm.)-53%	Yes	Provisionally Eligible
11	Manish Kumar, 1124	OBC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Sc (IT)- 65.48%	Yes	Provisionally Eligible
12	Guru Prakash, 1116	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Com (H)-69.75% M.Com-54.19%	Yes	Provisionally Eligible
13	V Prakash Narayan, 1139	GEN	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	BA (Hons) (PA)-64.40% M.Sc (Bio)-68.33%	Yes	Provisionally Eligible
14	Purabi Das, 1129	OBC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	BA (Hons) (PA)-66.5% MA-65.5%	Yes	Provisionally Eligible
15	Ravi Kumar Chaurasia, 1135	OBC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Com (H)-66.25% M.Com-59.00%	Yes	Provisionally Eligible
16	Neru Kumari, 1137	OBC	Jr. Superintendent & Pay Level-06	03-02-2022	Promotion (LDCE)	01-01-2026	3Y 10M 29D	Yes	B.Com-66.04% B.Com-54.16% MBA-66.28%	Yes	Provisionally Eligible
17	Pradeep Narayan, 1520	OBC	Jr. Superintendent & Pay Level-06	13-04-2023	Direct	01-01-2026	2Y 8M 19D	No	BA (H)-64.03%	Yes	Provisionally Not Eligible- Not completed the minimum residency period in the feeder post
18	Md Arman Alam, 1555	OBC	Jr. Superintendent & Pay Level-06	01-09-2023	Direct	01-01-2026	2Y 4M 0D	No	B.Sc (Chm)(H)-61.25% MA (Hindi)-60.45%	Yes	Provisionally Not Eligible- Not completed the minimum residency period in the feeder post

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

VI) The syllabus for the LDCE for the post of Superintendent (PL-07) shall be as under:-

A. Written Test: 80 Marks

Section- I: Objective Questions (50 Marks)

1. Academics with special reference to IITs Act/Statutes & Governance: 05 Marks

- Institutes of Technology Act 1961
- Institute of Technology (Amendment) Act 2016
- IIT(ISM) Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works Committee, Senate and IIT Council
- CGPA/ SGPA
- National Education Policy – 2020, Provisions applicable on IITs
- Regulatory bodies in Higher Education

2. Research and Development/ Student Welfare: 05 Marks

- R & D Rules of IIT (ISM), Dhanbad
- Utilization Certificate/Statement of Expenditure
- R & D Accounting, Banking, PFMS
- Scholarship
- Fee Waiver
- Other students' matters, Hostel, Gymkhana matters

3. Establishment: 10 Marks

- CCS Leave Rules / Institute Leave Rules
- LTC
- Pay Fixation Rules
- Career Progression (MACP Scheme)
- TA Rules
- CGHS & CSMA Rules
- Retirement Benefits (Old Pension and NPS)
- Service Book
- Reservation in Services
- E-Office
- CCS Conduct Rules
- CCS (CCA) Rules

4. Purchase and Stores: 10 Marks

- Procurement of Goods & Services as per GFR
 - Government E- Marketplace
 - Inventory Management
 - Contract Management
 - Any other matter related to Purchase and Stores
-

5. Finance & Accounts: 10 Marks

- General System of Financial Management
- Budget Formulation and Implementation
- Government Accounts, Grant-in-aid OH 31, OH-35, OH-36
- Income Tax, GST, TDS etc.
- Accounting Software/Tally
- HEFA-Higher Education Financing Agency
- PFMS
- TSA
- Other applicable financial rules

6. RTI-Right to Information and Rajbhasha Acts/Rules/Guidelines, Vigilance, Grievance Mechanism: 05 Marks

7. Institute's Manuals: 05 Marks

- Citizen's Charter
- DoFP (Delegation of Financial Powers)
- Channels of submission for Leave/APAR etc.
- Health Centre Manual
- Internal Audit Manual
- Record Retention Schedule
- Manual on Office Procedure

Section -II: Subjective questions (30 Marks)

1. Noting: 10 Marks
2. Drafting: 10 Marks
3. English Writing/Reading Skills: 10 Marks

B. Computer Proficiency Test: 20 Marks

(MS-Word, MS-Excel, MS-Power Point & E-office)

Annexure-VII

Data Sheet for Scrutiny/Screening of Applications for the post of Superintendent (Hospitality) (PL-07) through LDCE										
Sl. No.	Name & ID No	Category	Present Post/ Designation	Date of Joining at Present Post/ Designation	Mode of Appointment in the current post(Direct/ Promotion)	Experience in present post as on 01.01.2026	Minimum Requisite Experience (04 years)	Educational Qualification with percentage	Matching the Educational as per the advt.	Remarks
1	Anup Kumar Kashyap, 1394	GEN	Junior Superintendent (Hosp.)	25-11-2021	Direct	04 Y 01 M 07D	Yes	Graduation (Hotel Management)-69% PG (MTTM)-73%	Yes	Provisionally Eligible

The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records

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

VII) The syllabus for the LDCE for the post of Superintendent (Hospitality) (PL-07) shall be as under:-

A. Written Test: 100 Marks

Section- I: Objective Questions (70 Marks)

1. Academics with special reference to IITs: 05 Marks

- Institutes of Technology Act 1961
- Institute of Technology (Amendment) Act 2016
- IIT(ISM) Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works Committee, Senate and IIT Council
- CGPA/ SGPA
- National Education Policy – 2020, Provisions applicable on IITs
- Regulatory bodies in Higher Education

2. Student Welfare in IIT (ISM), Dhanbad: 15 Marks

- Student Discipline Rules
- Hostel Management
- Mess Matters
- Student Clubs
- Student Activities, etc.

3. Establishment: 10 Marks

- CCS Leave Rules / Institute Leave Rules
- LTC
- Career Progression (MACP Scheme)
- TA Rules
- CGHS & CSMA Rules
- E-Office
- CCS Conduct Rules

4. Purchase and Stores: 15 Marks

- Procurement of Goods & Services as per GFR
- Government E- Marketplace
- Inventory Management
- Contract Management
- Physical verification of Assets, Consumables
- Non-Consumables store stock entry

5. Finance & Accounts: 10 Marks

- Payment processing of Bill/Invoice/Memo
 - Banking & Investment
 - Student Fee matters, Scholarships, Mess Refund etc.
-

6. RTI-Right to Information and Rajbhasha Acts/Rules/Guidelines, Vigilance, Grievance Mechanism: 05 Marks

7. Institute's Manuals: 10 Marks

- Citizen's Charter
- DoFP (Delegation of Financial Powers)
- Channels of submission for Leave
- Health Centre Manual
- Internal Audit Manual
- Record Retention Schedule
- Manual on Office Procedure

Section -II: Subjective questions (30 Marks)

1. Noting: 10 Marks
2. Drafting: 10 Marks
3. English Writing/Reading Skills: 10 Marks

B. Trade Test (Computer Proficiency Test): 20 Marks (Qualifying nature) (Weightage will be 100 Marks)

(MS-Word, MS-Excel, MS-Power Point & E-office)

Data Sheet for Scrutiny/Screening of Applications for the post of Technical Superintendent (PL-07) through LDCE

Sl. No.	Name & ID No.	Category	Present Post/ Designation	Date of Joining at Present Post/ Designation	Mode of Appointment (Direct/ Promotion)	Cutoff date	Experience in present post as on 01.01.2026	Minimum Requisite Experience (03 years)	Educational Qualification with Percentage	Matching the Educational Qualification as per the advt.	Remarks
1	Rajan Pradhan, 1269	SC	Junior Tech. Superintendent & PL-06	19-04-2021	Direct	01-01-2026	4Y 8M 13D	Yes	Diploma (Electronics)- 67.40%	Yes	Provisionally Eligible
2	B R Manikantan, 1272	OBC	Junior Tech. Superintendent & PL-06	23-04-2021	Direct	01-01-2026	4Y 8M 9D	Yes	B.Sc (Chemistry)- (Final result awaited)	No	Provisionally Not Eligible- Not having three years Diploma/B.Sc with minimum 55% marks

The candidature of all eligible applicants is provisional, subject to vigilance clearance/service records to ensure that the information provided by them matches the official service records

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

VIII) The syllabus for the LDCE for the post of Technical Superintendent (PL-07) shall be as under:-

A. Written Test: 100 Marks

Section -I:

Subject related: 50 Marks (MCQ) (Questions on Physics/ Chemistry/ Mathematics based on syllabus of 12th standard)

Section -II:

Rules & Regulations: 20 Marks (MCQ)

Relevant Institute Rules/ GoI Rules & Regulations viz Purchase Rules, CCS Leave Rules / Institute Leave Rules, RTI, Conduct Rules, Office Procedures, Citizen's Charter, DoFP (Delegation of Financial Powers), Channels of submission for Leave, Health Centre Manual, Internal Audit Manual, IIT Systems, Institutes of Technology Act 1961 & the Institutes of Technology (Amendment) Act 2016 and Statutes of IIT(ISM), Dhanbad, about the Institute etc.

Section -III:

Descriptive: 30 Marks

1. Noting & Drafting
2. Correspondence related to Labs which may include indent for procurement and AMC of equipment
3. Correspondence with vendors
4. Correspondence with the Store & Purchase Section
5. Maintenance of Stock register for fixed assets and consumables
6. Purchase procedures as per Institute's Purchase & Stores Manual
7. Institute's Delegation of Financial Powers

B. Trade Test : 100 Marks (Qualifying nature)

The candidate's practical working experience in their respective department/section
