



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद  
धनबाद- 826004 (झारखण्ड), भारत

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

No. 423426/2026/SA-ESTT

Date: 21 September, 2026

**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 <sup>th</sup> CPC | Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Remarks                                                                                                                                |
|---------|------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Senior Assistant | Pay Level-05                                   | <p><b>Essential:</b></p> <p>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.</p> <p>ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>iii) Having typing speed of 25 w.p.m. / 20 w.p.m. in English and Hindi respectively on computer.</p> <p>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.</p> | <p><b>The service/ residency period required for promotion through LDCE should be in the feeder post(s) at IIT (ISM), Dhanbad.</b></p> |

## General Instructions

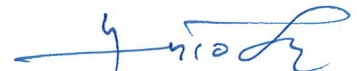
1. Promotion through LDCE will be done as per the Internal Advertisement, Screening of the received applications and Screening of APARs/ACRs. The candidates will be evaluated by the duly constituted DPC as per the following: -

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 in 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 **01.01.2027**.
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 05.10.2026**. The Sealed envelope is to be addressed to the Deputy Registrar (Establishment), Ground floor, Administrative Block, IIT(ISM), Dhanbad- 826004, Jharkhand.

  
REGISTRAR 21.9.26



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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 (PL-05)**

|                                                                        |  |                        |
|------------------------------------------------------------------------|--|------------------------|
| Name (In BLOCK LETTERS)<br>with Employee Code                          |  | Passport Size<br>Photo |
| Father's Name                                                          |  |                        |
| Present Post / Designation                                             |  |                        |
| Date of joining in Present Post<br>/ Designation                       |  |                        |
| Experience in present Post /<br>Designation as on 01.01.2027           |  |                        |
| Present Department / Section                                           |  |                        |
| Pay Level and Basic pay of<br>the 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<br>(ACP/MACP)                                 |  |                        |
| Details of Training/program<br>attended (Use overleaf, if<br>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/<br>Stream | Name of College/<br>University | Year | Percentage/<br>Grade | Class/<br>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)