

HALL MANAGEMENT CENTRE IIT KHARAGPUR

No : HMC/R&PR/2018/1
Date : 20/09/2018

आंतरिक परिपत्र / Internal Circular

In terms of the BoG approved Recruitment and Promotions Rules (R&PR) at its 189th meeting held on 16.04.2018, Hall Management Centre (HMC) invites applications (in the prescribed format) from the eligible regular staff members of HMC for the following posts.

1. Post : Manager

No of vacancy: 1 (one)

Pay Matrix Level: Level 5 of Pay Matrix Rs. 29200-92300 (Sixth pay commission (PC) Pay Band 5200-20200/- PB-1 and Grade Pay of Rs. 2800/- and other allowances as admissible).

Minimum Educational Qualification and Experience: Bachelor's degree in any discipline with 10 (Ten) years of experience in Sixth PC GP of Rs. 2000/- as '**Supervisor**'.

2. Post : Supervisor

No of vacancy: 5 (five) [this may be increased by one in the case of a vacancy created due to any existing Supervisor appointed to Manager post]

Pay Matrix Level: Level 3 of Pay Matrix Rs. 21700-69100 (Sixth PC Pay Band Rs. 5200-20200/- PB-1 and Grade Pay of Rs. 2000/- and other allowances as admissible).

Minimum Educational Qualification and Experience: Bachelor's degree in any discipline with 5 (Five) years of experience in Sixth PC GP of Rs. 1900/- as '**Cook**' or as '**Mess Assistant Gr. III**' equivalent to B/M/C, Bearer, Masalchi, Cleaner, Attendant, etc. prior to implementation of R&PR.

3. Post : Cook

No of vacancy: 24 (twenty-four) [this may be increased in case of additional vacancy created due to cooks appointed supervisor post.]


Pay Matrix Level: Level 1 of Pay Matrix Rs. 19900-63200 (Sixth PC Pay Band Rs. 5200-20200/- PB-1 and Grade Pay of Rs. 1900/- and other allowances as admissible.)

Minimum Educational Qualification and Experience: Madhyamik or Matriculation or equivalent pass (10th pass) from a recognized Board with 5 (Five) years of experience in the Sixth PC GP of Rs. 1800/- as '**Mess Assistant**' equivalent to B/M/C, Bearer, Masalchi, Cleaner, Attendant, etc. prior to implementation of R&PR. The employees not having Madhyamik or Matriculation or equivalent pass (10th pass) from a recognized Board may be considered for the post of 'Cook' provided he/she has undergone at least 12 (Twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above).

However, provisional selection may be made for cook post for candidates without class 10 pass under condition that the provisionally selected candidate completes HMC organized training program with necessary marks within three months of selection.

General Instructions

1. Candidates applying for more than one post **should apply separately for each post.**
2. Degree as referred above should have been awarded by a recognized University / Institute as per G.O.I guidelines.
3. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test/Interview. The decision of Chairman, HMC in all matters will be final.
4. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
5. The employees, who fulfil the criteria as on 20/09/2018, may apply on or before 11/10/2018 through Warden of the Hall in the prescribed format with the self-attested copies of certificates/testimonials.
 - The application should be addressed to “**Assistant Registrar, HMC, Indian Institute of Technology Kharagpur-721302, West Bengal, India**”.
 - The envelope should be superscribed with the name of the post applied for.
 - The applicant must collect an acknowledgement number on submission of the hardcopy.


Assistant Registrar

Copy to:

1. Warden, All Halls of Residence, with a request to bring it to the notice of concerned regular staff members of HMC
2. Registrar, IIT Kharagpur
3. Coordinating Wardens, HMC
4. Dean (Students Affairs)
5. Secretary, Deputy Director's Office
6. Secretary, Director's Office
7. Secretary, Halls Employees Negotiation Committee
8. HMC Website

For office use only.

HMC Reference No: _____

HALL MANAGEMENT CENTER APPLICATION FORM

Internal Circular No. HMC/R&PR/2018/1, Dt. 20/09/2018

Post Applied for (Tick One):

Manager

Supervisor

Cook

Paste a passport
size photograph here

Personal Information

Name		Middle Name	Surname			
Sex (M/F)		Date of Birth		Date (DD)	Month (MM)	Year (YYYY)
M	F					
Local Address				Permanent Address		
Mobile no.				Email (if available)		
Employee Code	Employment Address (Hall Name)	Present Pay Scale (As per 7 th PC)		6 th PC Grade Pay	Present post	

Education History and Training Experience (attach additional sheet if required)

University or Board	Course/Degree	Year of passing	Percentage marks/Grade

Work experience (attach additional sheet if required)

Name of the post	Place of work	Period of work	Pay scale

Number of attachments: _____

Date:

Signature:
of CandidateSignature of Forwarding
Authority with Date and Seal