



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**

**SARANG: DHENKANAL: ODISHA-759146**

(An Autonomous Institution of Govt. of Odisha)

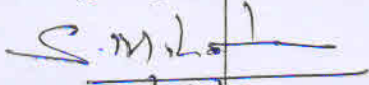
No.IGIT/Estt- 732

Dated-27/08/2021

Applications are invited in the prescribed format for the post of Personal Assistant to Director in Indira Gandhi Institute of Technology, Sarang, Dhenkanal in the revised scale of pay-2017 PB-2 (9300-34800) Level-9. Prescribed application form will be available in the Institute website. Earlier advertisement No.IGIT/Estt-172, dated-07.02.2018 is hereby cancelled.

For qualification, experience, desirable skill and other details candidates may refer the Institute website [www.igitsarang.ac.in](http://www.igitsarang.ac.in)

The last date of receipt of completed application through Speed Post/Registered post only is 30.09.2021

  
27/08/2021  
DIRECTOR

- 1) The Deputy Director (Advertisement) information & Public Relation Department (I&PR), Government of Odisha, Bhubaneswar – 751001 with a request to publish the above issue in the daily odia newspaper “The Samaj” & “Sambad” in all Odisha edition in one issue within 1<sup>st</sup> September 2021 . The bill may be sent in duplicate along with a copy of newspaper in which the publication is made for necessary payment at this end.
- 2) Prof. G.Ghosh, I/c of Institute website for information and necessary action.
- 3) A.O. for information and necessary action.

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY: SARANG,  
DHENKANAL (ODISHA) - 759 146  
(An Autonomous Institution of Govt. of Odisha)**

No.IGIT/Estt-733

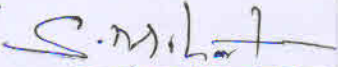
Dated:27/08/2021

**ADVERTISEMENT**

Applications are invited in the prescribed format for the following position in-Indira Gandhi Institute of Technology, Sarang, Dhenkanal. Prescribed application form may be downloaded from the Institute website [www.igitsarang.ac.in](http://www.igitsarang.ac.in). The candidate should enclose a Bank Draft for Rs.500/- (Rupees Five hundred only) &Rs.200/- in case of (SC/ST) drawn in favour of "Indira Gandhi Institute of Technology, Sarang" payable at State Bank of India, IGIT, Sarang (Code -10246) along with the application form. Earlier advertisement No.IGIT/Estt-172, dated-07.02.2018 is hereby cancelled. Applicants in employment at present should apply through proper channel. Last date of receipt of completed application is dt.30.09.2021.

P.A. to Director	:- No. of Post- 01(U.R)
Scale of Pay	:-PB-2, Level-9,(9300-34,800) in the ORSP-2017
Qualification	:-Bachelor's Degree from a recognized University with Stenography Certificate from a recognized Institute.
Age	:-Maximum 40 years of age as on 30.09.2021. An age relaxation of 05 years for SC/ST candidates and 03 years for SEBC and Women candidates is applicable.

Experience & Desirable Skills :- Minimum 5 years of experience in the post of Senior Stenographer in a Govt./ Autonomous Institutions/Public Sector Undertaking. He/ She must possess a minimum speed of 100/80 wpm in short hand and 40/30 wpm in type writing. Dictation of 05 minutes @ 100 wpm and transcription in 25 minutes. Skill test may be conducted only on computer. Preference will be given to those who have been in employment in Govt./ Autonomous Institute/ Colleges/ University in similar nature of work. Good Computer knowledge is highly essential. Maximum age as on the last date of receipt of application is not more than 40 years. The Authority reserves the right to short list the candidates to be called for interview. Fresh selected candidates will be governed by New Pension Scheme as per rule. Benefits of rented unfurnished accommodation (as per availability) in the Campus, Dearness Allowance, Gratuity, L.T.C., Leave encashment benefit etc. are admissible as per rules of the Institute prevailing from time to time. The authority reserves the right to reject any or all the applications or cancel the entire selection process without assigning any reason thereof.

  
27/08/2021  
DIRECTOR

Copy to:

3. Prof. G.Ghosh, I/c of Institute website for information and necessary action.
4. A.O. for information and necessary action.



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
SARANG- 759 146, DIST.-DHENKANAL (ODISHA)

Affix a recent pass  
port size colour  
Photograph

**APPLICATION FORM**

Advertisement No. \_\_\_\_\_ dt. \_\_\_\_\_

1. Name of applicant in full :  
(in capital letters)

Surname should be underlined

2. Address (in capital letters)

a) Present (for correspondence) :

PIN Code:

Mob. No.

Email ID:

b) Permanent :

PIN Code:

3. Post applied for :

:

4. a) Date of birth : Place of Birth: Age as on 30/09/2021

b) Marital Status (Married/Unmarried/Divorced):

c) Sex (Male/Female/ Transgender) :

d) Name of Father :

5. Are you a citizen of India? :

6. Name of state to which you belong :

7. Category: SC/ST/OBC/PWD/GENERAL :  
(Please attach attested Photo copy of certificate)

8. Religion :

9. Language known :

10. Mothertongue

11. If selected for appointment, what notice period would you require for joining the post ?

12. Are you willing to accept the minimum initial basic pay in the Grade ? If not, state reasons for claiming higher starting pay.

13. Educational Qualifications starting with highest Degree obtained:

Sl. No.	Examination/ Degree	Name of Board/ College/ University	Discipline/ Subject	Year of passing/ Award	% of Marks	Division

(Please attach photo copies in support)

14. Details of employment (in chronological order starting with most recent):

Sl. No.	Employer with full address	Status of Inst./ University (Govt./ Quasi Govt./ Autonomous etc.)	Post held/ Designation	Period of employment		Pay Band/ Scale and Grade Pay	Basic Pay at the time of leaving	
				From	To		From	To

(Please attach photo copies in support)

16. Details of Relevant Experience as per Advertisement:

Sl. No.	Employer with full address	Status of Inst./ University (Govt./ Quasi Govt./ Autonomous etc.)	Post held/ Designation	Period of Experience		Nature of Work
				From	To	

17. Do you have any case pending against you in any Court of Law ? If yes, give details.

18. Additional Remarks:

The applicant may mention here any special qualifications or experience, e.g. in organizations which have not been included under the heads given above. If the space below is insufficient for this purpose, please give full particulars on a sheet of paper and attach it to this application inserting here a reference to this sheet attached)

15. Details of enclosures sent with the application:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Names and Addresses of Two Referees along with contact details:

(i)..... (ii).....  
.....

Email ID..... E-mail ID .....

MobileNo..... MobileNo.....

Particulars of Fees:

AmountRs..... (Rupees..... only)

Demand Draft No..... Date.....

Name & Address of the Bank:.....

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/ distorted any information or given any false statement, my application/ appointment shall liable to be summarily rejected/ terminated without notice or compensation.

Date:.....

Full Signature of Candidate