

Adyapeath Annada Polytechnic College

(Government Sponsored)

50, D.D. Mondal Ghat Road, Dakshineswar, Kolkata, West Bengal 700076

Advt No: - 2/2024

Date: 23-02-2024

Applications in the prescribed format given at the Website at www.adyapeathpolytechnic.com are invited from Indian citizens and such other nationals as are declared eligible by Govt. of India for recruitment to the under mentioned posts. All posts will be filled up on regular basis.

- 1. WORKSHOP INSTRUCTOR/INSTRUCTOR IN THE TRADE/DISCIPLINE IN THE FOLLOWING SUBJECTS IN ADYAPEATH ANNADA POLYTECHNIC COLLEGE (GOVERNMENT SPONSORED) UNDER THE ADMINISTRATIVE CONTROL OF THE DEPARTMENT OF TECHNICAL EDUCATION, TRAINING & SKILL DEVELOPMENT, GOVERNMENT OF WEST BENGAL.**
- 2. Appointing Authority:** The Appointing Authority shall be the Governing Body of Adyapeath Annada Polytechnic College, Dakshineswar, Kolkata - 700076.
- 3. Place of Posting:** Adyapeath Annada Polytechnic College, Dakshineswar, Kolkata - 700076.

Sl. No.	Name of the Post	U.R.	EWS	S.C.	S.T.	O.B.C. 'A'	O.B.C. 'B'	TOTAL
1.	Workshop Instructor/Instructor in the Trade/Discipline of Carpentry	—	—	01	—	—	—	01
2.	Workshop Instructor/Instructor in the Trade/Discipline of Civil Engineering	01	—	—	—	—	—	01
3.	Workshop Instructor/Instructor in the Trade/Discipline of Computer Science & Technology	—	01	—	—	—	—	01
4.	Workshop Instructor/Instructor in the Trade/Discipline of Machine Shop	—	—	—	01	—	—	01
5.	Workshop Instructor/Instructor in the Trade/Discipline of Electrical Engineering	01	—	—	—	—	—	01
6.	Workshop Instructor/Instructor in the Trade/Discipline of Welding	—	—	—	—	01	—	01
TOTAL								06

NAME OF THE POST AND QUALIFICATIONS REQUIRED SHALL BE AS DETAILED BELOW:

(1)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Carpentry
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Carpenter from an Institute affiliated to Director General of Employment and Training, Govt .of India with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Mechanical Engineering from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in the Trade of Carpenter from an Institute affiliated to the Director General of Employment and Training, Govt. of India with not less than four years’ post qualification experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

(2)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Civil Engineering
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Draughtsman (Civil Engineering or Survey Engineering) from an Institute affiliated to Director General of Employment and Training, Government of India, with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Civil Engineering/Survey Engineering from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in Draughtsman (Civil Engineering/Survey Engineering) Trade from an Institute affiliated to Director General of Employment and Training, Government of India with not less than four years’ post qualification experience;</p> <p>Or</p> <p>National Trade certificate in Broad Based Basic Training (BBBT) with Advanced Module in Construction and Wood Working Sector with five years’ experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

(3)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Computer Science & Technology
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Computer Operator and Programming Assistant (COPA) from an Institute affiliated to Director General of Employment and Training, Govt. of India with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Computer Science & Technology from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in the Trade of Computer Operator and Programming Assistant (COPA) from an Institute affiliated to Director General of Employment and Training, Govt. of India with not less than four years’ post qualification experience.</p> <p>Or</p> <p>DOEACC-‘A’ Level Certificate with not less than three years’ post qualification experience.</p> <p>Or</p> <p>National Trade certificate in Broad Based Basic Training (BBBT) with Advanced Module in Information Technology Sector with five years’ experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

(4)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Machine Shop
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Machinist from an Institute affiliated to Director General of Employment and Training, Govt .of India with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Mechanical Engineering from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in the Trade of Machinist from an Institute affiliated to Director General of Employment and Training, Govt. of India with not less than four years’ post qualification experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

(5)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Electrical Engineering
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Electrician from an Institute affiliated to Director General of Employment and Training, Govt .of India with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Electrical Engineering from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in the Trade of Electrician from an Institute affiliated to Director General of Employment and Training, Govt. of India with not less than four years’ post qualification experience;</p> <p>Or</p> <p>National Trade certificate in Broad Based Basic Training (BBBT) with Advanced Module in Electrical Sector with five years’ experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

(6)	Name of the Post:	Workshop Instructor/Instructor in the Trade/Discipline of Welding
(a)	Method of Recruitment:	By selection through ‘Selection Committee’ to be constituted by the State Government.
(b)	Qualifications for direct recruitment:	<p>i. Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent.</p> <p>ii. National Trade Certificate in the Trade of Welder from an Institute affiliated to Director General of Employment and Training, Govt .of India with not less than five years’ post qualification experience;</p> <p>Or</p> <p>Diploma in Mechanical Engineering from a recognized Institution with not less than three years’ post qualification experience;</p> <p>Or</p> <p>National Apprenticeship Certificate after obtaining National Trade Certificate in the Trade of Welder from an Institute affiliated to Director General of Employment and Training, Govt. of India, with not less than four years’ post qualification experience.</p>
(c)	Age for direct recruitment	Not more than 39 years on 01.01.2024.
(d)	Pay:	In the Pay Level 9 (Rs. 28,900 – 74,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

Online applications are to be submitted according to the following schedule:

Commencement of online applications	25/02/2024
Closing date for receipt of online application	25/03/2024

INFORMATION

1. Candidates who wish to apply for more than one category of posts should submit separate application.
2. SUBMISSION OF MORE THAN ONE APPLICATION FOR ANY POST IS STRICTLY FORBIDDEN. CANDIDATURE OF ANY CANDIDATE WHO SUBMITS MORE THAN ONE APPLICATION WILL BE SUMMARILY CANCELLED.
3. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Government.
4. All the degrees/ diplomas/ certificates mentioned in the advertisement must have been obtained only from Universities/ Institutions duly recognized by the competent authorities.
5. The prescribed 'qualifications' are the bare minimum and mere possession of the same does not entitle applicants to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not conveniently possible to interview all the applicants, the '**Selection Committee**' may restrict the number of candidates to be called for interview to a reasonable limit on the basis of either higher qualification /higher marks/ grade obtained or **on the basis of a Screening Test.**

IN THE CASES OF SCREENING TEST/ WRITTEN TEST, CANDIDATES SUFFERING FROM BLINDNESS OR LOW VISION AND LOCO-MOTOR DISABILITY OR CEREBRAL PALSY WITH WRITING EXTREMITY WILL BE ALLOWED THE HELP OF A SCRIBE, IF REQUIRED. THE SCRIBE SHOULD NOT POSSESS EDUCATIONAL QUALIFICATION HIGHER THAN THE REQUISITE QUALIFICATION FOR THE POST.

6. Where experience of a number of years is prescribed as an item of qualification this would mean only work / research experience gained in full time employment/ research in the relevant field within the closing date of receipt of applications. [Certificate(s) from the Head(s) of the Organization(s)/ Department(s) or the Competent Authority for the entire experience claimed, clearly mentioning the duration of employment (date, month and year) and field of experience, and indicating basic pay and consolidated pay etc must be obtained. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s)].

7. The benefits of reservation of vacancies are admissible to:

- (i) S.C./S.T./O.B.C. (non-creamy layer) candidates of West Bengal only. The S.C./S.T./O.B.C. candidates of other States shall be treated as general candidates.
- (ii) PwBD (with disabilities 40% and above).
- (iii) Economically Weaker Section (EWS) candidates of West Bengal. EWS candidates of other state shall be treated as general candidates.

8. Relaxation In Age Limit

- i. The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for O.B.C. (non-creamy layer) candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PwBD), the upper age limit is relaxable upto 45 years.
- ii. No relaxation is applicable to S.C./S.T./O.B.C. (Non-Creamy layer) candidates of other States as they shall be treated as general candidates.
- iii. No claim for being a member of S.C./S.T./O.B.C.(Non-Creamy layer)/PwBD will be entertained after submission of the application.

9. Particulars and Certificates Required

i. A candidate claiming to be EWS/S.C./S.T./O.B.C. (Non-Creamy Layer) or Persons with Benchmark Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards. In case, a candidate is unable to produce the relevant valid certificate in support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected.

(a) For S.C., S.T. & O.B.C.(Non – Creamy Layer) Candidates :-

- i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare. [vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]
- iii) OBC (Non – Creamy Layer) candidates must submit their renewed / revalidated certificates regarding Non-Creamy Layer Status prior to interview and at the time of appointment as per existing Govt. Rules.

(b) For Persons with Benchmark Disabilities (PwBD) :-

- (i) A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals as per extant provisions laid down in RPwD Acts & Rules. [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

(c) For EWS Candidate:-

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities :-

- (i) In the District, Additional District Magistrate in charge of development matters of the District Concerned.
- (ii) District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW&TD in respect of Kolkata for Kolkata Municipal Corporation Area. [in terms of PAR Department 325-PAR(AR)/3P-1/2019 dated 09.07.2019, read with BCW Department Memo No. 959-BCW/MR-52/2019 dated 18.05.2023]. However, any EWS certificate issued in favour of a candidate by the erstwhile authorities as mentioned vide said P&AR Department notification will also be allowed if found valid.
- (iii) EWS candidates must submit their renewed/revalidated certificates regarding EWS status prior to interview and at the time of appointment.

ii. The ‘**Selection Committee**’ may require such further proof of particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

iii. S.C., S.T., O.B.C. (Non Creamy Layer), EWS & PERSONS WITH BENCHMARK DISABILITY CERTIFICATE MUST BE OBTAINED WITHIN THE CLOSING DATE OF RECEIPT OF APPLICATIONS AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.

8. CANDIDATES MUST FULFIL THE ESSENTIAL QUALIFICATIONS BY THE CLOSING DATE.

9. All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the ‘**Selection Committee**’.

10. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.

11. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

12. ALL INFORMATION REGARDING RECRUITMENT TO THE POST WILL BE AVAILABLE, TIME TO TIME, IN THE COLLEGE WEBSITE AT www.adyapeathpolytechnic.com

13. APPLICATION: Applications can be submitted through online only and the link for application will be available on 25/02/2024 from 10:00AM

14. Date of Screening Test/Interview will be notified later in the college website at www.adyapeathpolytechnic.com

15. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the authorised website on account of heavy load on internet/website jam. College does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the College.

16. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

17. Your Online Application will not be registered unless you upload your Photograph, signature and certificate as specified.

- a. In case the face in the photograph or signature or certificate is unclear / smudged the candidate's application may be rejected.
- b. After uploading the Photograph / signature/ certificate in the online application form, candidates should check that the images are clear and have been uploaded correctly. If the photo is not uploaded at the place of Photo, application will be rejected. Candidate himself/herself will be responsible for the same.
- c. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible. Candidates should ensure that the signature uploaded is clearly visible.
- d. The Photograph should be without cap and dark lens spectacles. The frontal view of the face should be clearly visible.

N.B. Mobile Phones, Bluetooth or any other communication device are not allowed inside the premises of any examination hall. Any infringement of this instruction shall entail disciplinary action including ban from future examinations.

IMPORTANT INSTRUCTION

There shall be no 'Edit Window' after closure of online submission of application. The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify incorrect entry, if any and edit the same. It may be noted that once 'Final Submission' button is clicked, the system will not allow editing of any field further. No request for any correction/change would be entertained after submission of Application Form.

Prior to clicking of 'Final Submission' Button the applicants are therefore requested to be sure that all information furnished are correct and edit any field if required.

Guidelines popped-up during filling up of online Application Form should be followed continuously.