



**Sant Longowal Institute of Engineering and Technology,**  
**Longowal, Distt. Sangrur, Punjab - 148106**  
(Deemed To Be University under MHRD)

Ref. No. SLIET/Admn/8123-26

Date : 01/06/2020

**NOTIFICATION**

In compliance with the resolution passed by the Board of Management in its 35<sup>th</sup> meeting held on 20.03.2020 vide Agenda Item No. 35.07, the Institute intends to fill up 04 (Four) posts of Upper Division Clerk through Limited Departmental Examination (LDE) from the feeder cadre of Lower Division Clerk (LDC)/Clerks. The Educational Qualifications, Experience and other requirement as per Recruitment Rules approved by the BoM vide Resolution No. 11.5 & 13.10 of its 11<sup>th</sup> and 13<sup>th</sup> meetings held on 21.09.2012 and 12.07.2013 respectively, for promotion are as under: -

01	Name of the Post	Upper Division Clerk (Through LDE)
02	Number of Posts	04 (Un-reserved)
03	Pay Scale/Pay Level	Pay Level - 02 of Rs.19900-63200/-. The pay will be fixed as per CCS Rules.
04	Educational Qualification and Experience required	08* years regular service as Lower Division Clerk in the GP of Rs.1900/- as per 6 <sup>th</sup> CPC (Level-2 as per 7 <sup>th</sup> CPC).
05	Age Limit	N.A.
06	Method of Appointment	Through Limited Departmental Examination. Accordingly, written or skill test will be conducted, the syllabus of which will be intimated later on.
07	APARs Grading for the last five years	Very Good APAR Grading for the last five years.
08	Vigilance Clearance Certificate	Vigilance Clearance Certificate from CVO, SLIET.
09	Any other information	Any other information which affects the suitability of a candidate for promotion will also be taken into account.

\*As per OM No.AB14017/61/2008-Estt.RR dated 24.03.2009 issued by the Govt. of India, Ministry of Personnel, DoPT, New Delhi.

**GENERAL INSTRUCTIONS :**

1. The process of selection/recruitment will as per the Institute RRs & Promotion Policy.
2. The Institute follows the reservations norms as per GOI rules for SC/ST/PWDs. Central Govt. approved list of SC, ST and PWD categories is applicable at SLIET, Longowal. Candidates seeking reservation benefits available for SC/ST/PWDs must ensure that they are entitled to such reservations as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed in support of their claim at the time of application.
3. Applications received through E-mail/incomplete/ not on prescribed format will not be entertained/accepted.
4. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
5. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground

6. The eligibility of the candidates will be counted on the last date of submission of application form.
7. In case of any dispute, decision of Director, SLIET shall be final.
8. All the LDCs/Clerks, who fulfil the above educational qualifications, experience may send their applications in the enclosed application form (whether they are willing to be considered for LDE or not) to the office of Registrar within 10 days from the date of issue of this order, failing which it will be assumed that the concerned employee is not willing to be considered for the post of UDC through LDE.

  
Registrar  
01/06/2020

Copy to :-

- 01 Director for kind information.
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges - with the request to circulate amongst all LDC/Clerks working in their control.
- 03 All Notice Boards
- 04 File copy

  
Registrar



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,  
(DEEMED-TO-BE-UNIVERSITY)  
LONGOWAL-148106, DISTT. SANGRUR, PUNJAB  
(ESTD. BY GOVT. OF INDIA)

**FORM OF APPLICATION FOR RECRUITMENT THROUGH  
LIMITED DEPARTMENTAL EXAMINATION**

Affix Passport size  
Attested Photograph

Name of the Post \_\_\_\_\_

Notification No & Date \_\_\_\_\_

01.	Name in Full (Block Letters)									
02.	Father's Name									
03.	Date of Birth	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
04.	Marital status	Married/Unmarried/Widow/Widower/Separated								
05.	Gender	(Male/Female/Other)								
06.	Permanent address (Block letters)	Address for Correspondence (Block letters)								
07.	Telephone Number									
	Mobile number									
	E-mail Id									
08.	Please, state whether you belong to SC/ST/Physically Handicapped									

09	Details of employment in Sant Longowal Institute of Engineering & Technology, Longowal (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):						
	Date of Joining	Designation	Pay Band & Grade Pay	Sections/ Departments worked in			Duties performed
				Section/Deptt	From	To	
10	Have you ever been convicted by any court of law or is there any criminal case/ disciplinary enquiry contemplated or pending against you? If yes, please give details.						

11. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Level (10th standard / Matriculation) Examination. Please attach photocopies of certificates and mark sheets duly attested.

Examination	School / College / Institute	Name of the Board/ University / Institution	Marks Obtained (with Max. Marks)	% of marks	Distinction/ Class / Division/ /Grade	Year of Passing	Duration of course

12.	Check List (item-wise) documents attached.	
(a)	_____	(b) _____
(c)	_____	(d) _____
(e)	_____	(f) _____
(g)	_____	(h) _____

**DECLARATION**

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied for by me and all statements made and information furnished in this application is true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, disciplinary matters etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature of the Applicant

Place:

Date:

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**FORWARDING THROUGH HOD/ SECTION HEAD**

The application is forwarded please.

Despatch No. :

Dated :

Signature  
HOD/ Section Head

## CONSENT FORM

**FOR CONSIDERING FOR PROMOTION THROUGH  
DEPARTMENTAL PROMOTION COMMITTEE (DPC) FOR  
THE POST OF \_\_\_\_\_**

Reference Notification No. SLIET/Admn./\_\_\_\_\_ dated  
\_\_\_\_\_ notifying the vacancies for promotion to the post  
of \_\_\_\_\_ through Departmental Promotion  
Committee.

I hereby convey my consent to consider my candidature for the  
post of \_\_\_\_\_ for promotion through DPC.

I have gone the Educational Qualification & Experience and  
other conditions mentioned in the notification for said post.

I hereby certify that I meet the criteria (Educational  
Qualification, Experience and other conditions) for the said post  
and has no objection to the criteria.

I have also gone through the Seniority List enclosed with the  
notification and found the same in order.

(Signature)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department/Section: \_\_\_\_\_

HOD/Section In-charge

REGISTRAR