

**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY****Dhanbad, Jharkhand - 826004****E-mail:- registrarbbmku@gmail.com**Ref. No. BBM KU/R/ 1573 /2026Date 25/08/2026**NOTICE**

Applications are invited in the prescribed proforma (annexure-1) from eligible regular non-teaching employees of all Constituent Colleges working under Binod Bihari Mahto Koyalanchal University, Dhanbad for promotion from various posts of Class-III to posts of higher grade-pay in Class-III and appointment from various posts of Class-IV to posts of LDC cadre as per details below:

Sl. No.	Name of the Promotion Scheme	Name of the posts for promotion	Total No. of Posts	Remarks
1.	5 Years Promotion Scheme	Section Officer (Pay Level-8)	02	Details of category wise posts as per roster is annexed as Annex - 2
2.		Head Assistant / Head Clerk (Pay Level-6)	05	
3.		Head Accountant/ Accountant (Pay Level-6)	06	
4.		UDC (Pay Level-4)	15	
5.	3 Years Promotion Scheme	Section Officer (Pay Level-8)	02	
6.		Head Assistant / Head Clerk (Pay Level-6)	04	
7.		Head Accountant/ Accountant (Pay Level-6)	05	
8.	Appointment from Class-IV to LDC	LDC (Pay Level-2)	15	

Note: The horizontal reservation policy will be followed as per the Jharkhand State Government rules.

Eligibility:

- The necessary eligibility criteria and other details will be as per provisions mentioned in Statue for Appointment, Qualification and Promotion of Non-teaching employees (Ref: DHTE, Ranchi letter no.- 2148 dt.- 06.11.15) which is as follows:

Sl. No.	Name of the post	Qualification
1.	Section Officer	Graduate in any discipline
2.	Head Assistant / Head Clerk	Graduate in any discipline
3.	Head Accountant/ Accountant	Commerce Graduate
4.	Upper Divisional Clerk	Graduate in any discipline
5.	From Class-IV to LDC	Intermediate or equivalent examination

General Instructions for applicants:

- The promotion will be as per Roster cleared by DHTE, Ranchi for Appointment and Promotion of Non-teaching employees vide letter no.- 2132 dt.-17.11.22.
- This promotion will be provisional, and the promotees may be appointed to another college / University HQ.
- Number of posts advertised may be increased or decreased. The University reserves the right to reject any or all the applications without assigning any reason thereof.
- All educational qualifications must have been obtained from recognized Universities / Institution in India. The necessary qualification for promotion to the above posts should be obtained before the date of joining of the employee in the regular Service. Employees in regular service should have obtained the necessary qualification through Distance Mode. **Employees in regular service who have obtained the necessary qualification during service through Regular Mode must possess Permission/No Objection Certificate from the University.** A copy of the letter of permission/NOC from the University should be enclosed with the application.
- Employees seeking reservation in EBC (Schedule-I) / BC (Schedule-II) / SC / ST category should submit self - attested copy of Caste Certificate issued by competent authority of the Govt. of Jharkhand.

Handwritten signature
22.08.26

**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY****Dhanbad, Jharkhand - 826004****E-mail:- registrarbbmku@gmail.com**Ref. No. BBM KU/R/ 1573 /2026Date 25/08/2026

6. The interested & eligible employee will submit application with all self -attested documents to the concerned Principal. Non-teaching employees who are deputed at the University Headquarters should submit application to the parent college. Incomplete / Improper application in any respect is liable to be rejected
7. An employee eligible for more than one post carrying the same Grade Pay shall submit an application for only one post, and shall clearly indicate the post for which he/she seeks consideration.
8. The eligibility of the candidates, including qualifying service, educational qualification, age and other prescribed conditions, shall be determined as on 30.09.2026.
9. All certificates/documents submitted by the candidate shall be subject to verification. Only submission of an application or inclusion of the candidate in any list shall not confer any right for promotion / appointment. In case any information or document is found false, incorrect or forged at any stage, the candidature/promotion/appointment shall be liable to cancellation.
10. Seniority, merit & qualification will be considered as the basis for the selection process of eligible candidates. Length of service will be calculated from date of joining/ Regularization/ Confirmation, whichever is later as per pay fixation approved by DHTE, Ranchi. **Limited Departmental Examination (LDE) will be conducted for 3-year promotional posts & for appointment from Class-IV to LDC**
11. The concerned Principal shall forward the application with separate consolidated statements will be submitted for each post for which applications have been received, along with two copies of the applications, to the office of the undersigned.

Sl. No.	Tentative schedule	Important Dates
1	Last date of submission of application in the college	15.09.2026
2	Last date of submission of application by the college in the University	18.09.2026 till 04:00 P.M.

12. List of self-attested copy of the required documents to be submitted in the following order:

- Appointment Letter, Absorption Letter (if any)
- Joining letter
- Caste certificate (if applicable)
- Educational certificates and mark sheets (from matriculation onwards)
- Pay fixation letter of DHTE & University
- Promotion letter (if any)
- Other (if any)

By order of the Vice-Chancellor

Sd/-

Registrar

Memo No. BBM KU/R/ 1573 /2026Date:-... 25/08/2026

Copy to:-

1. All Officers, BBM KU for information with a request to circulate amongst regular non-teaching employee
2. All Principals, Constituent Colleges, / All Heads, University P.G. Departments, BBM KU for information with a request to circulate amongst regular non-teaching employee
3. The Director, DHTE, Ranchi
4. University website-www.bbmku.ac.in
5. Establishment Section, BBM KU
6. Finance Section, BBM KU
7. P.A. to VC/FA/R for information to VC/FA/R
8. Guard File

P. Thapali
22/8/26

Registrar

BBM KU, Dhanbad.

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22.08.26

FORMAT FOR PROMOTION OF CLASS-III/APPOINTMENT (FROM CLASS-IV TO LDC) FOR NON-TEACHING POSITIONS

1. Name of the Employee (in block letters):
2. Date of Birth:
3. Sex: Male / Female
4. Category (UR/SC/ST/EBC/BC):
5. Date of Appointment:
6. Date of Joining/Regularization:
7. Length of qualifying regular service as on cutoff date (30.09.2026):
7. Name of the Deptt./Section/College:
8. Present place of posting/deputation:
9. Present Designation with Pay Band and Grade Pay as per pay fixation:
10. Status of Pay fixation:
11. Details of previous promotion if availed:
12. Scheme for Promotion/Appointment: 5-year scheme..... 3-year scheme
13. Post applied for Promotion/Appointment:
14. Date of eligibility for the candidature of the said post
15. Educational Qualification:
16. Details of NOC/Permission from the University for obtaining qualification through regular mode during regular service:
17. Mobile No. -----, Email ID
18. Educational Qualification of the Candidate :-

Examination	Board/University	Subject	Year of Passing	Division/Grade	% of Marks
Matric					
Intermediate					
Graduation					
Post Graduate					
Others (if any)					

19. Total No. of Enclosures: ----- Pages from ----- to -----

Full Signature of the
Employee with designation and date

Declaration by the Employee

I(name of the employee) designation ----- of the (name of Deptt./Section/College), presently posted/deputed at ----- do hereby declare that the above informations furnished by me are true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that, if the above information given by me is proved false, I will be liable for disciplinary action by the University and any benefit availed by me shall be summarily withdrawn.

Full Signature of the
Employee with designation and date

Forwarded by the Controlling authority

Principal of the college

Abstract of the category wise posts of Grade III non-teaching staff of University
Headquarters and Constituent Colleges for Promotion

Sl. No.	Designation	Total no. of Sanctioned Post	No. of Post for promotion under 5-year Promotion Scheme	UR	ST	SC
1.	Section Officer	04	02	02	00	00
2.	Head Assistant	09	05	04	00	01
3.	Head Accountant / Accountant	12	06	05	00	01
4.	U.D.C.	76	15	11	01	03
Total			28	22	01	05

Sl. No.	Designation	Total no. of Sanctioned Post	No. of Post for promotion under 3-year Promotion Scheme	UR	ST	SC
1.	Section Officer	04	02	01	00	01
2.	Head Assistant	09	04	03	00	01
3.	Head Accountant / Accountant	12	05	04	00	01
Total			11	08	00	03

Sl. No.	Designation	Total no. of Post	No. of Post for appointment From Grade-IV to LDC	UR	ST	SC	EBC (Schedule-I)	BC (Schedule-II)
1.	LDC	62	15	07	01	04	01	02

P. Thapali
22/8/26
 Registrar,
 BBMKU, Dhanbad

ON
22.08.26

झारखण्ड सरकार
उच्च एवं तकनीकी शिक्षा विभाग,
(उच्च शिक्षा निदेशालय)

(15)

प्रेषक,

श्री कमलेश्वर प्रसाद सिंह,
सरकार के उपसचिव,
उच्च एवं तकनीकी शिक्षा विभाग,
झारखण्ड, राँची।

सेवा में,

कुलसचिव,
राँची विश्वविद्यालय, राँची,
विनोबाभावे विश्वविद्यालय, हजारीबाग,
सिंदो कान्हा मुर्गु विश्वविद्यालय, दुमका,
नीलाम्बर-पीताम्बर विश्वविद्यालय, मेदिनीनगर, पलाय,
कोल्हान विश्वविद्यालय, पाईबासा।

राँची, दिनांक 6/11/2015

विषय:-

महागठित राज्यपाल-सह-कुलाधिपति महोदया द्वारा अनुमोदित परिनियम "Statute for Appointment, Qualification & Promotion of Non-Teaching Staff of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges" के संयोजन के संबंध में।

महाशय,

उपरोक्त विषयक Draft Statute "Statute for Appointment, Qualification & Promotion of Non-Teaching Staff of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges" (प्रतिलिपि संलग्न) को राज्यपाल-सह-कुलाधिपति महोदया ने अनुमोदन प्रदान करने की कृपा की है।

अतएव, महागठित राज्यपाल-सह-कुलाधिपति, झारखण्ड, राँची के द्वारा उपरोक्त अनुमोदित/अनुपालनार्थ संयोजित किया जा रहा है।
अनुलग्नक :- चथोपरि।

विश्वसनीय

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- अधीक्षक, राजकीय मुद्रणालय, डोरण्डा, राँची को सूचना एवं राजकीय गजट के अगले असाधारण अंक में प्रकाशन हेतु प्रेषित। अनुरोध है कि प्रकाशित गजट की 100 प्रतियाँ उच्च शिक्षा निदेशालय को उपलब्ध कराने की कृपा की जाय।

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- महागठित राज्यपाल-सह-कुलाधिपति के विशेष कार्य पदाधिकारी (न्याय), झारखण्ड, को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- सचिव, कार्गिक, प्रशासनिक सुधार एवं राजभाषा विभाग / सचिव, झारखण्ड कर्मचारी वयन आयोग को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- महाधिवक्ता, झारखण्ड उच्च न्यायालय, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- माननीय विभागीय मंत्री महोदया, उच्च एवं तकनीकी शिक्षा विभाग, झारखण्ड, राँची के आप्त सचिव को सूचनार्थ एवं माननीय मंत्री महोदया के अवलोकनार्थ।

सरकार के उप-सचिव।

ज्ञापक : 5/वि1-09/2012...2148 राँची, दिनांक 6/11/2015

प्रतिलिपि :- निदेशक, उच्च शिक्षा, उच्च एवं तकनीकी शिक्षा विभाग, झारखण्ड, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

सरकार के उप-सचिव।

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STATUTE

Statutes for Appointment, Qualification and Promotion of Non-Teaching Staff of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges

This Statutes be called as Statutes for Appointment, Qualification and Promotion of Non-Teaching Staff of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges

This Statutes supersedes all the previous provisions for appointment qualification and promotion.

This will come into force with effect from the date of grant of assent of Hon'ble Chancellor.

Recruitment and Qualifications

- 1.1 Direct, recruitment against the sanctioned post of Grade-III of the University Headquarter and Allied Offices, Constituent Colleges including Constituent Autonomous Colleges as the case may be shall be on the basis of written test conducted and on the recommendation made by the Jharkhand Staff Selection Board/ Commission except appointment on compassionate ground and appointment from Grade-IV to Grade-III.
- 1.2 All appointment/promotion shall be made as per the reservation policy of the Government of Jharkhand.
- 1.3 The minimum qualification required for the post of Lower Division Clerk, Upper Division Clerk, Store Keeper, Library Assistant, Internal Auditor, Auditor, Research Assistant, Assistant, Section Officer/Office-Superintendent/ Administrative Officer, Welfare Officer, Assistant Registrar, Compounder, Sorter, Classifier-cum-Cataloguer, Curator, Section-Cutter, Steno, Volleyball/Cricket/ Hockey/Football Coach, etc. for the University Headquarter and Allied Officers shall be as prescribed in the Statutes as Schedule 'A'.
- 1.4 The minimum qualification required for the post of Lower Division Clerk, College Librarian, College Assistant Librarian, Classifier-cum-Cataloguer, PTI, Store-Keeper, Junior Account Clerk, Steno etc. for the Colleges shall be as prescribed in the Statutes as Schedule-'B'.

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- 1.5 **Admissible Strength of the Service-** The admissible strength of the service on the appointed day shall be the sum of sanctioned strength of the posts of Routine Clerk/Typist/Clerk-cum-Typist/Junior Accounts Clerk and any other similar post sanctioned in the University Headquarter and Allied Offices in the pay scale of 4000-6000. The same shall be applicable for the Constituent Colleges including Autonomous Constituent Colleges in the pay scale of Rs. 4000-6000.

Provided that on the appointed day, at least fifty percent of the sanctioned strength of posts of the Routine Clerk/Typist/Clerk-cum-Typist/Junior Accounts Clerk and any other similar post sanctioned in the University Headquarter and Allied Offices and Constituent Colleges including Autonomous Constituent Colleges in the pay scale of Rs. 4000-6000 shall be deemed to be the posts of Lower Division Clerk and rest fifty percent shall be deemed to be the posts of Upper Division Clerks. But if the working strength of the Upper Division Clerk Grade post is more than fifty percent on the appointed day such posts shall be deemed to be the post of Upper Division Clerk till the excess number of the post of Upper Division Clerks fade off due to retirement, promotion etc. Promotion to the Upper Division Clerk Grade shall not be given till the number of posts in grade of Upper Division Clerk becomes less than fifty percent of the sanctioned strength of the service.

- 1.6 **Probation Period-** Every recruit to the post of Grade-III whether it is by direct recruitment or limited competitive examination (from Grade IV to Grade III) or on compassionate ground shall initially be on probation for a period two years which may be extended by the appointing authority provided that the total period of extension of probation shall not exceed three years. In case of service being unsatisfactory in the extended period also, the service of the person shall be terminated by the appointing authority.

- 1.7 **Confirmation-** A person appointed on Grade-III on probation shall be confirmed by the appointing authority after satisfactory completion of probation period as well as on the completion of training for computer competency conducted by the University/Colleges as the case may be.
- Acmy.

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1.8 Condition for admissibility of Increment- No increment shall be admissible to the person appointed as a Lower Division Clerk Grade or any other post without passing the test for computer competency.

1.9 Qualification- (i) For appointment on the post of Lower Division Clerk Grade the minimum educational qualification shall be graduate. (ii) For appointment on different post of Grade-IV employee shall be Matriculation.

1.10 Seventy Five percent of the vacant sanctioned strength of LDC grade shall be filled up by direct recruitment on the recommendation of the Jharkhand Staff Selection Board/ Commission and rest twenty five percent of vacant sanctioned strength of the LDC grade of the University Headquarter and Allied Offices shall be filled up on the basis of Limited Competitive Examination of Grade-IV employee of the University Headquarter and Allied Offices conducted by the appointing authority.

1.11 The same rule shall be followed for the employee of Constituent Colleges and Constituent Autonomous Colleges also.

1.12 Minimum qualification for appointment to the post of LDC from different posts of Grade-IV employee shall be atleast the Intermediate or equivalent examination and minimum five years experience in Grade-IV.

1.13 Age-(i) For direct appointment, the minimum and maximum age limit shall be the same as prescribed for the appointment of employee of the Government of Jharkhand except appointment on compassionate ground.

Age-(ii) For the appointment on Lower Division Clerk Grade from permanent Grade-IV employee there shall be maximum age limit is upto 55 years.

1.14 Appointment in Grade-IV- Procedure for appointment in Grade-IV post shall be made at the University level duly approved by the Syndicate and Senate.

[Signature]

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Schedule-'A' - Univ. HQ

Sl.No	Designation	Qualification
1	Lower Division Clerk	Graduate in any discipline
2	Upper Division Clerk	Graduate in any discipline
3	Store Keeper	Graduate in any discipline
4	Library Assistant	Graduate in any discipline
5	Internal Auditor	Commerce Graduate/ICWA with the diploma/certificate in Computer
6	Auditor	Commerce Graduate/ICWA with the diploma/certificate in Computer
7	Research Assistant	Honours Graduate in concerned subject
8	Assistant	Graduate in any discipline
9	Section Officer/ Office Superintendent/ Administrative Officer	Graduate in any discipline
10	Welfare Officer (by Promotion)	Graduate in any discipline
11	Assistant Registrar (by Promotion)	Masters degree in any discipline
12	Assistant Registrar (By direct recruitment)	As laid down in the approved Statutes for appointment of Officers of the University by JPSC.
13	Compounder	Graduate with Chemistry
14	Sorter	Graduate with certificate in Library Science
15	Classifier-cum- Cataloguer	Graduate with degree/ diploma in Library Science
16	Calligraphist	Graduate with diploma/ certificate in Calligraphy
17	Curator	MA in Archeology & Museology
18	Section- Cutter	Graduate with Botany/ Zoology/Geology
19	Steno	Graduate with knowledge in typing and Short hand
20	Drumman	Graduate with Geography
21	Accounts & Budget Officer (to be appointed on the recommendation of J.P.S.C.)	M.Com/ICWA/CA/MBA (Finance) with diploma or certificate in Computer.

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22	Coach - (Hockey, Football/ Volleyball/ Cricket)	Graduate with NIS diploma and Represented at least State/ University in National level tournament.
23	Assistant Engineer - (to be appointed on the recommendation of J.I.S.C.)	B.Tech in Civil Engg., Electrical Engg.

Schedule-'B' - College

Sl.No	Designation	Qualification
1	Lower Division Clerk -	Graduate in any discipline
2	PTI -	Graduate with diploma in Physical Education/ B.Ped./ NIS Diploma and represented Inter University/Inter State/ National tournament.
3	Sorter -	Graduate with certificate in Library Science
4	Librarian -	Graduate with degree/ diploma in Library Science
5	Assistant Librarian -	Graduate with degree/ diploma in Library Science
6	Library Assistant -	Graduate in any discipline with certificate in Library Science
7	Stereo	Graduate in any discipline with the knowledge of Shorthand
8	Store Keeper -	Graduate in any discipline
9	Upper Division Clerk -	Graduate in any discipline
10	Head Clerk -	Graduate in any discipline
11	Accountant -	Commerce Graduate

2. Promotion & Qualification for Promotion

- 2.1 This Statutes shall apply only for permanent employee.
- 2.2 For University Headquarter and Allied Offices- Fifty percent of post shall be filled up by promotion on the basis of seniority, merit and qualification in following manner. Merit shall be judged by limited test/interview conducted by the University only from eligible grade employee.

A-1.

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- (a) Employee appointed in Lower Division Clerk grade and other post of similar grade/grade-pay having minimum five years experience shall qualify for promotion to the post of Upper Division Clerk Grade.
- (b) Employee in Upper Division Clerk grade and other post of similar grade/grade-pay having minimum five years experience in UDC grade shall qualify for promotion to the post of Assistant grade.
- (c) Employee in the Assistant grade having minimum five years experience in Assistant grade shall qualify for promotion to the post of Section Officer/Office Superintendent/Administrative Officer.
- (d) Employee in Section Officer/ Office Superintendent/ Administrative Officer grade having minimum five years experience as Section Officer/ Office Superintendent/ Administrative Officer shall qualify for promotion to the post of Welfare Officer.
- (e) Employee in Section Officer/ Office Superintendent/ Administrative Officer grade having minimum five years experience as Section Officer/ Office Superintendent/ Administrative Officer/Welfare Officer/Estate Officer possessing the Post Graduate Degree qualification shall qualify for promotion to the post of Assistant Registrar.
- (f) Provided that only 50% of the total sanctioned posts of Assistant Registrar shall be filled up by promotion subject to concurrence by the J.P.S.C.
- (g) Employee in Steno-II/typist/Head Typist grade having minimum five years experience in that grade shall qualify for promotion to the post of Steno-I/PA to VC, as the case may be.

2.3

For Constituent Colleges and Constituent Autonomous Colleges -- Fifty percent of post shall be filled up by promotion on the basis of seniority, merit and qualification in following manner: Merit shall be judged by limited test/interview conducted by the University only from eligible grade employee.

- (h) Employee appointed in Lower Division Clerk grade and other post of similar grade/grade-pay having minimum five years experience shall qualify for promotion to the post of Upper Division Clerk Grade/Accountant, as the case may be.
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- (b) Employee in Upper Division Clerk grade/ Accountant and other post of similar grade/grade-pay having minimum five years experience in UDC grade shall qualify for promotion to the post of Head Clerk/ Head Accountant, as the case may be.
 - (c) Employee in Steno/typist having minimum five years experience in Steno/Typist shall qualify for promotion to the post of Steno-I. ✓
 - (d) Employee in College Assistant Librarian having minimum five years experience in Assistant Librarian and possess the qualification of Librarian shall qualify for promotion to the post of College Librarian.

2.4 The rest fifty percent of the sanctioned post of Assistant, Section Officer/ Office Superintendent/ Administrative Officer shall be filled up by the employee of UDC and similar grade/grade-pay and Assistant grade/Similar grade/Grade-pay having qualification and atleast three years of minimum experience through Limited Departmental Competitive examinations.

the same procedure shall be followed for the higher post upto Head Clerk/Accountant in the Constituent College including Autonomous Constituent College.

2.5 Such employee who will be promoted under this scheme (through Limited Departmental Competitive Examination) shall get maximum two chance for promotion in one grade of post to appear in the Limited Departmental Competitive Examination conducted by the University.

N. S. J.