



Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli

(Institute of National importance under an Act of Parliament)

Advt. No. NAS/Assam/01/2011

The Institute is looking for suitable Indian Nationals for appointment, **on contract/deputation basis**, for the following posts. This advertisement is for **RG IPT – Assam Centre, located at Sibsagar**. The posts are not transferable between Sibsagar and Rae Bareli Centres:

Sl.No.	Name of the post(s)	No. of vacancies					Pay Bands	Grade Pay
		SC	ST	OBC	UR	Total		
1	Registrar	-	-	-	1	1	37400-67000	10000/-
2	Deputy Registrar	-	-	-	1	1	15600-39100	7600/-
3	Assistant Registrar(Audit & Accounts)	-	-	-	1	1	15600-39100	5400/-
4	System/ Network Administrator	-	-	1	-	1	15600-39100	5400/-
5	Assistant Executive Engineer(Electrical)	-	-	-	1	1	15600-39100	5400/-
6	Superintendent (Stores)	-	-	-	1	1	9300-34800	4600/-
7	Junior Technical Superintendent (Lab & Workshops)	1	-	1	1	3	9300-34800	4200/-
8	Physical Training Instructor	-	-	-	1	1	9300-34800	4200/-
9	Assistant Manager(Hostel)/ Junior Superintendent	-	-	1	-	1	9300-34800	4200/-
10	PA to Principal	-	-	-	1	1	9300-34800	4200/-
11	Accountant	-	-	-	1	1	9300-34800	4200/-
12	Assistant Security Officer	-	-	-	1	1	9300-34800	4200/-
13	Senior Library Information Assistant	-	-	-	1	1	5200 – 20200	2400/-
14	Senior Accounts Assistant	-	-	-	1	1	5200 – 20200	2400/-
15	Junior Assistant/Junior Assistant(Hostel)	-	-	1	1	2	5200 – 20200	2000/-
16	Junior Assistant(Library)	-	-	-	1	1	5200 – 20200	2000/-

PLEASE DOWNLOAD THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT.

Tenure: The appointment shall initially be on contract for a term of 5 years. Thereafter, it can be regularized, or renewed on similar term(s) or terminated. The age of superannuation for all the posts is sixty years.

Upper Age Limit (As on 01/01/2011): 55 years for posts from Serial Number 1 to 5, 40 years for posts from Serial Number 6 to 12, 32 years for posts from Serial Number 13 to 16 . Relaxation in Age will be given to SC/ST/OBC candidates as per Govt. of India norms.

The qualification & experience for the above post(s) are as under:

Post 1. Registrar

Job Description: The Registrar of the Institute is the custodian of records, the common seal of the Institute. He/She is the Secretary of the Board of Governors, Senate and Finance Committee. He/She is required to provide administrative support to the Director. Besides statutory responsibilities he would be expected to participate in decision making process at conceptual level. He should have initiative, drive and wide ranging experience in all aspects of academic administration.

Essential:

(1) A Post graduate degree with at least 60 % marks or its equivalent grade. (2) At least 15 years of academic experience of which 8 years should be in Assistant Professor or higher grade with experience in Educational Administration

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post in research establishment and other institutions of higher education.

Desirable: Proven ability of administering, preferably in a large educational or research institution, with additional degree in Law/ Management.

Accommodation: License fee free unfurnished accommodation as available on the campus will be provided. Staying on campus is compulsory.

Post 2. Deputy Registrar

Essential: Master's Degree with at least 60 % marks or its equivalent grade along with

(a) 5 years of administrative experience as Assistant Registrar, or in an equivalent post

OR

(b) Five years of experience as Assistant Professor in the AGP of Rs. 6000 and above, with experience in educational administration,

Desirable: Candidates should have leadership qualities and requisite experience in one or more of the following areas: Accounting, Auditing and Financial procedures, **OR** Administrative matters including Legal, Recruitment, Establishment, **OR** Academic matters such as conduct of examinations, maintenance of student records, award of scholarships, degree etc., **OR** Materials Management, Procurement/Distribution of materials, import procedure/ stores accounting, stock verification, etc. Practical experience of using relevant software's in related areas is essential.

Post 3. Assistant Registrar (Audit & Accounts)

Essential:

(a) A Post Graduate Degree with at least 60 % marks or its equivalent grade along with a good academic record.

(b) A minimum of 6 years of relevant experience in Accounts/Audit in a Government Department or University/Educational or Research Institute in the pre-revised scale of Rs. 6500 – 10500/ PB2: 9300-34800. GP 4600/- or above. Candidates should have a sound knowledge of Central Rules relating to Accounts/Audit, Service Conditions, Treasury and Financial Rules.

Desirable: M.Com/MBA (Finance)/ CA (Intermediate)/ICWA (Intermediate), effective communication skills, computer application abilities shall be given preference.

Post 4. System/ Network Administrator

Nature of Job: User configuration tasks, performing back-ups, configuring network, configuring and managing email Services in server, DNS server, debugging faults and optimizing networks, sub netting, installing/ upgrading of OS products, trouble shooting and upgrading of PC's, assisting users, updating the institute's webpage etc.

Essential:

(a) A first class Bachelor's Degree in Engineering (Computer Science/or Information Technology).

(b) At least 3 years experience in networking and installation of packages in an Industrial Institute/ University /Govt./ Public/ Private Undertaking of repute.

Desirable:

Experience in web page design, capability of setting up and managing complex site, managing DNS, Networking, mail and mailing list server. Maintaining back- up system working with a large number of users and installation & maintenance of a variety of operating systems (Linux + Windows) and software.

Post 5. Assistant Executive Engineer (Electrical)

Essential:

A first class Bachelor's Degree or equivalent in the field of Electrical Engineering having relevant experience of three years in the pre revised pay scale of Rs. 6500 – 10500/ PB 2: 9300-34800, Grade pay of Rs. 4600/-

Desirable: Preference will be given to the candidates having experience in construction and maintenance of HT and LT lines, internal electrification of buildings, etc.

Post 6. Superintendent (Stores)

Essential: (a) Master's Degree in Arts or Commerce or Science with at least 55 % marks or its equivalent grade. (b) Minimum of 05 years of relevant experience as Assistant or equivalent supervisory posts, in a Government department/ Autonomous Body/ PSU/ Limited company of repute.

Desirable: PG Diploma in Materials Management from a reputed institute. Should have computer literacy and experience of working in a computer environment.

Post 7. Junior Technical Superintendent (Lab & Workshops)

Essential:

B.Tech./ B.E (Mechanical/ Electrical/ Electronics Engineering) with minimum 55 % marks with 01 year of relevant experience. **OR** Three Year Diploma in Mechanical/Electrical/Electronics Engineering discipline with minimum 55 % marks with 03 years of relevant experience. Knowledge of computer applications.

Post 8. Physical Training Instructor

Essential:

Bachelor's Degree in Physical Education with at least 55 % marks + Diploma in Coaching from NIS **OR** Master's Degree in Physical Education with minimum 55% marks + 4 years' coaching experience.

Desirable: (a) Good knowledge of Assamese, English & Hindi (b) At least two years experience in coaching football, volleyball, lawn-tennis and badminton, (b) Representation at district, state or national level.

Post 9 Assistant Manager(Hostel)/ Junior Superintendent

Essential:

Master's Degree in Management with at least 55 % marks with 02 years relevant experience **OR** Bachelor's Degree with at least 55 % marks with 05 years of relevant experience. Knowledge of computer office applications and secretarial practices

Desirable:

(a) At least 5 years of relevant experience in handling Accounts/Audit/Purchase/Import/Establishment/ Hospitality area. (b) Should have computer literacy and experience of working in a computer environment.

Post 10 PA to Principal

Essential:

- (a) Master's Degree with at least 55 % marks in any discipline with 02 years experience as Personal Assistant in a University/ Govt./ Public/Limited Company of repute **OR** Bachelor's Degree with at least 55% marks in any discipline with 05 years experience as Personal Assistant in a University/ Govt./ Public/Limited Company of repute.
- (b) Proficiency in English.
- (c) Good Knowledge of Computer Applications/ MS Office

Desirable: (a) English Stenography Speed: 100 wpm, English Type writing speed: 50 wpm (b) Should have ability to independently handle official correspondence, draft letters, minutes of meetings, communication with external agencies etc.

Post 11. Accountant

Essential: (a) Master's Degree in Commerce with minimum of 55 % marks or equivalent grade from a recognized University/ Institute. (b) A minimum of 02 years finance and accounts/ audit experience, in a Govt. Office, Financial/ Commercial organization, University/ Technological Institution of national standing.

Desirable: Should have computer literacy and experience of working in a computer environment.

Post 12 Assistant Security Officer

Essential: Bachelor's Degree with at least 55 % marks and 04 years of relevant experience. (b) Should have NCC &/or Fire fighting training certificate (c) Be able to ride light vehicles/motor cycle and handle fore arms + having sound health.

Post 13. Senior Library Information Assistant

Essential:

- (a) Bachelor's Degree from a recognized University/or Institute with at least 55 % marks.
- (b) Bachelor's degree or equivalent diploma in Library Science from a recognized University/or Institute obtained after graduation with at least 55 % marks.
- (c) Experience of minimum 04 years in a Library/ Computerization of a Library.

Desirable:

- (a) Candidates possessing higher academic qualification and/ or experience will be given preference.
- (b) Knowledge of library automation & networking.

Post 14 Senior Accounts Assistant

Essential:

- (a) Bachelor's Degree in Commerce with at least 55 % marks from a recognized University/or Institute.
- (b) At least 04 years of relevant experience in a University /Educational/Research Institute.

Desirable:

Proficiency in Tally, MS Office, TDS, and filing of e-TDS returns, etc.

Post 15 Junior Assistant/Junior Assistant (Hostel)

- (a) Bachelor's Degree with at least 55 % marks from a recognized University/or Institute.
- (b) At least 02 years experience in a University /Educational/Research Institute handling matters preferably related to academic administration/ or general administration/or establishment.

Desirable:

- (i) Good knowledge of computer applications (MS Office)
- (ii) Good shorthand and drafting skills in English

Post 16 Junior Assistant (Library)

Essential:

- (a) Bachelor's Degree from a recognized University/or Institute with at least 55 % marks.
- (b) Bachelor's degree or equivalent diploma in Library Science from a recognized University/or Institute obtained after graduation with at least 55 % marks.
- (c) Experience of minimum 02 years in a Library/ Computerization of a Library.

Desirable:

Knowledge of library automation & networking.

Important information/conditions/ instructions:

- a) **Application Fee:** An Application fee of Rs. 100/- is applicable for posts from Serial No. 1 to 5, Rs. 50/- for posts from serial No. 6 to 16. The application fee may be paid through a non-refundable demand draft only from any nationalized bank drawn in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at New Delhi. No other mode of payment will be accepted, and such applications are liable to be rejected and payment made shall stand forfeited. SC/ST and Physically Handicapped candidates are not required to pay any application fee.
- b) The posts are not transferable.
- c) The institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
- d) The institute reserves the right to rectify any discrepancy in the grade pay, pay band etc., if found later on.
- e) Not all the positions are likely to be filled in the first instance. In some cases, if a senior position is filled, the junior position may not be filled in or vice versa.
- f) All educational degrees have to be from Government institutions or those approved by competent government authorized bodies, such as AICTE, UGC etc. as applicable. These approvals must be in place when the degree was awarded as well as when the application is made for a job at Rajiv Gandhi Institute of Petroleum Technology, Raebareli. Approval reference details should be mentioned.
- g) The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- h) For appointments, preference will be given to **Physically Handicapped** candidate(s), even where the reservation is not marked and suitable PH candidates are available.
- i) Candidates belonging to reserved category are required to attach caste certificate in the **format as prescribed by the Govt. of India**. The Institute follows the Central list in the case of SC/ST & OBC.
- j) If a Candidate applies for more than one post, he/she will have to fill separate application form for each of the applied posts (along with required demand draft in original).
- k) Candidates serving in Government/University/Public Sector Undertakings/Autonomous bodies must apply '**through Proper Channel**'. However, they may send an advance copy of their application form before the last date of submission of application form. They will be required to produce '**No Objection Certificate**' at the time of their interview failing which they will not be interviewed and travel expenses will not be reimbursed. Those who apply for appointment on deputation terms should submit the application along with attested copies of their confidential reports for the preceding five years.
- l) Applications received after the last date or with incomplete information or without the prescribed application fee will be summarily rejected. However, the institute reserves the right to extend the closing date for receipt of applications.

- m) Canvassing in any form or on behalf of a candidate will be a disqualification.
- n) If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to removal from service, be that be at any stage.
- o) Relaxation in age to candidates belonging to reserved category posts will be as per the rules of Govt. of India.
- p) Application form complete in all respect, with the 'RGIPT-Assam Centre, Post applied for_____' clearly super scribed on the envelope, should reach at the following address by registered post by **Wednesday, March 30, 2011.**

**The Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Raebareli – 229316 (U.P.)**

(Application Form)

To,
The Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk,
Rae Bareli – 229316 (U.P.)

*Affix a recent
passport size
photograph duly
attested by the
candidate*

Advertisement No.: NAS/Assam/01/2011

(Please fill in your own handwriting, Use extra sheets if necessary)

Application No:

(To be filled by Office)

Details of Application Fee:

Demand Draft No.	Date	Name of Bank	Amount(Rs.)

Applied for:

Sl. No. (as per advertisement)

Post Name

1. Name:

(Mr. / Ms.)

(Surname)

(Middle)

(First)

2. Marital Status:

3. Do you belong to SC/ST/OBC Category? (If yes, pls. specify. If not, write 'Unreserved'): _____

4. Whether claiming reservation under SC/ST/OBC Category: _____
(if yes, please attach caste certificate as applicable)

5. Father's/ Husband's Name _____

6. Nationality: _____

7. Date of Birth (DD\MM\YYYY):

8. Address for Communication:

PIN: _____

Phone (with STD Code):

Mobile No.:

E-mail:

9. Have you ever been convicted by court of law or Is there any criminal case/disciplinary action/ vigilance enquiry pending against you? If yes, please specify _____

10. Educational/Professional Qualifications (from Class X onwards)

(Please attach attested copies of certificates and mark sheets):

Year	Examination Passed	Full-time/Part-time/Distance Learning/Others	Board/ University	Division/ %

11. Details of employment in reverse chronological order:

(Please attach proof of experience, attach extra sheet if required):

Period of Employment		Period of each employment in year/ month	Designation	Name and address of Employer	Scale of Pay and Basic pay/ Gross Pay	Brief Description of Duties/ Responsibilities
From	To					

12. Referees:

Name :	Name :
Designation:	Designation:
Address :	Address :
Email :	Email :
Phone No :	Phone No :
Fax :	Fax :

13. Details of family members (please indicate who are presently dependent upon you):

Relation	Name & Age	Dependent	Current Occupation (Working/Studying)	Suffering from any disease?	Give details if you or any of your dependents suffering from any of the following ailments: (a) Hypertension (b) Diabetes (c) Heart disease (d)STD/ISD, (e)AIDS (f)Infectious Skin Disease (g)Renal Disorder (h)Thalassaemia or (i) Br. Asthma?
Self		Self		Yes/No	Smoking (Yes/ No) Other ailments(Pls. specify):
Father		Yes/No		Yes/No	
Mother		Yes/No		Yes/No	
Wife		Yes/No		Yes/No	
Son(s)		Yes/No		Yes/No	
Daughter(s)		Yes/No		Yes/No	
Others		Yes/No		Yes/No	

DECLARATION

I, _____, hereby declare that all the details submitted above are true to the best of my knowledge and belief.

Date:
Place:

(Signature of applicant)

Enclosures (Please list the documents attached):