



Rajiv Gandhi Institute of Petroleum Technology, Rae Bareilly

(Institute of National importance under an Act of Parliament)

Advt. No. NAS/ RBL/01/2011

The Institute is looking for suitable Indian Nationals for appointment, **on contract/deputation basis**, for the following posts at Serial No. 1 to 14. The appointment shall initially be on contract for a term of 5 years. Thereafter, it may be regularized, or renewed on similar term(s) or terminated. The age of superannuation for all the posts from Serial No. 1 to 14 is sixty years.

The Institute is also looking for suitable Indian Nationals for appointment, **on purely temporary basis**, initially for a period of one year, extendable up to 3 years to the following project vacancies at Serial No. 15, 16 and 17.

Sl.No.	Name of the post(s)	No. of vacancies				Total	Pay Bands	Grade Pay
		SC	ST	OBC	UR			
1	Registrar	-	-	-	1	1	37400-67000	10000/-
2	Deputy Registrar	-	-	-	1	1	15600-39100	7600/-
3	Training & Placement Officer	-	-	-	1	1	15600-39100	7600/-
4	Corporate Communication Officer	-	-	1	-	1	15600-39100	7600/-
5	Assistant Registrar	1	-	-	1	2	15600-39100	5400/-
6	Assistant Registrar(Audit & Accounts)	-	-	-	1	1	15600-39100	5400/-
7	Stores & Purchase Officer	-	-	-	1	1	15600-39100	5400/-
8	Assistant Training & Placement Officer	-	-	1	-	1	15600-39100	5400/-
9	Senior Technical Superintendent	-	-	-	1	1	9300-34800	4600/-
10	Manager (Hostel)	-	-	-	1	1	9300-34800	4600/-
11	Assistant Manager (Hostel)	1	-	-	-	1	9300-34800	4200/-
12	Accountant	-	-	-	1	1	9300-34800	4200/-
13	Junior Technical Superintendent	-	-	1	-	1	9300-34800	4200/-
14	Private Secretary to Director/ Junior Superintendent	-	-	-	1	1	9300-34800	4200/-
Project Vacancies								
15	Deputy Project Manager(Civil)	-	-	-	1	1	Rs. 50,000/- (Consolidated)	
16	Project Engineer (Civil)	-	-	-	1	1	Rs. 40,000/- (Consolidated)	
17	Deputy Project Manager(Electrical)	-	-	-	1	1	Rs. 50,000/- (Consolidated)	

PLEASE DOWNLOAD THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT.

Upper Age Limit (As on 01/01/2011): 55 Years for posts from Serial Number 1 to 8, 40 Years for posts from Serial Number 9 to 14. Relaxation in Age will be given to SC/ST/OBC Candidates as per Govt. of India norms.

Upper Age limit is 40 years for 'Deputy Project Manager' and 30 years for 'Project Engineer' as on 01/01/2011.

The qualifications & 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 a research establishment or 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 in a research establishment or other institutions of higher education.

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. Training & Placement Officer

Essential: (a) A first class Bachelor's Degree in Engineering/or a first class Post Graduate Degree in Management from a recognized University/ Institute. (b) 08 years experience in placement related work of which 05 years should be in a senior level position with reputed academic institutes.

Desirable: Management Degree, effective communication skills, computer application abilities shall be given preference.

Post 4. Corporate Communication Officer

Essential: (a) A first class Master's Degree in Mass Communication/Journalism/ Public Relations/Corporate Communication **OR** A first class Bachelors Degree with Post Graduate Diploma in Mass Communication/ Journalism/Public Relations/ Corporate Communication with at least 60 % marks or its equivalent grade from a recognized University/ Institute (b) should have relevant experience of a minimum 08 years of which 05 years should be in a senior level position.

Desirable: Management Degree, effective communication skills, computer application abilities shall be given preference

Post 5. Assistant Registrar

Essential: (a) A Post Graduate Degree with at least 60 % marks or its equivalent grade from a recognized University/ Institute along with good academic record from High school onwards. (b) Minimum 06 years of experience in one or more of the following areas: Accounting, Financial Procedures, Administrative matters including Legal, Labour Relations & Laws, Recruitment, Establishment, Estate Management, Materials Management and Import Procedures of which, at least, 05 years should be in a supervisory capacity in a Government Department or University/ Educational or Research Institute in the pre-revised scale of 6500 – 10500/ PB2: 9300 – 34800, GP 4600/- or above. .

Desirable: Recognized Post Graduate qualification in Management and/ or Degree in Law or M.Com/ CA/ ICWA/ MBA (Finance). Computer literacy and ability to work independently will be preferred.

Post 6. Assistant Registrar (Audit & Accounts)

Essential:

- (a) A Post Graduate Degree with at least 60 % marks or its equivalent grade from a recognized University/ Institute along with a good academic record from High School onwards.
- (b) A minimum of 06 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 7. Stores & Purchase Officer

Essential:

- (a) A Post Graduate Degree with at least 60 % marks or its equivalent grade from a recognized University/ Institute along with a good academic record from High School onwards.
- (b) A minimum of 06 years of relevant experience in Stores & Purchase 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 Customs, Excise, Sales Tax, Import & Export of large volume procurement.

Desirable: PG Diploma in Materials Management from a reputed institute. Familiarity with procurement of scientific equipment etc.

Post 8. Assistant Training & Placement Officer

Essential: (a) A first class Bachelor's Degree in Engineering/ or a first class Post Graduate Degree in Management from a recognized University/ Institute (b) Minimum 05 years of experience in placement related work with reputed academic institutes.

Desirable: Management degree, effective communication skills, computer application abilities shall be given preference.

Post 9 Senior Technical Superintendent

Essential: B.Tech /BE Degree in Electronics and Communication/ Civil Engineering/ Chemical Engineering with minimum 55 % marks with 03 years relevant experience **OR** Diploma in Electronics/ Civil Engineering/ Chemical Engineering with minimum 55 % marks with 05 years relevant experience in industry/or academic area. Knowledge of computer applications

Desirable: Experience in handling laboratory in an educational institute/ R & D laboratory/ research organization with experience in DGPS, Total Station, and GIS based software Erdas, Arcgis, Autocad etc. Knowledge in the field of DNS, Proxy, Web and Mail Servers, Wireless Network etc, fault diagnosis of Windows and Linux PC problems, experience in installation of hardware and software in Windows and Linux based applications will be given preference.

Post 10. Manager (Hostel)

Essential: Master's Degree in Management with at least 55 % marks or its equivalent grade with 05 years of relevant experience. Knowledge of computer office applications.

Desirable: Degree in Hospitality Management

Post 11. Assistant Manager (Hostel)

Essential:

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

Desirable:

- (a) At least 05 years of relevant experience in handling Accounts/Audit/Purchase/ Establishment/ Hospitality area.
- (b) Should have computer literacy and experience of working in a computer environment.

Post 12. 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 13. Junior Technical Superintendent

Essential: B.Tech /BE Degree in Electronics and Communication/ Civil Engineering/ Chemical Engineering with minimum of 55 % marks with 01 year of relevant experience **OR** Diploma in Electronics/ Civil Engineering/ Chemical Engineering with minimum 55 % marks with 03 years of relevant experience. Knowledge of computer applications

Desirable: Experience in handling laboratory in an educational institute/ R & D laboratory/ research organization. Experience of maintaining stock register of lab equipment, inventory of laboratory equipments/conducting laboratory practical exercises in the field. Knowledge of Linux and Windows operating systems. Should be able to do fault diagnosis in laboratory equipment. Aptitude for hands- on work in laboratory environment.

Post 14 Private Secretary to Director/ Junior Superintendent

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 15. Deputy Project Manager (Civil)

Essential: Bachelors' Degree in Civil Engineering with minimum 8 years of post qualification experience in planning, design, construction supervision in civil engineering projects with a reputed organization. Candidates should have experience in survey works i.e., topographical survey of projects/survey works of lay-out of roads, buildings, equipment, foundations etc. in projects like refinery, housing, petrochemicals, oil & gas processing plants, fertilizers, ferrous and non ferrous industries etc. Candidates should be well conversant with latest survey instruments like total station, theodolite, leveling instruments, GPS, latest techniques adopted for construction industries.

Post 16. Project Engineer (Civil)

Essential: Bachelor's Degree in Civil Engineering with 3 years relevant experience **OR** Recognized 3 years Civil Engg diploma with minimum 8 years relevant experience, out of which, at least 05 years should be in the lower pay-scale of Rs.6500-10500(5th CPC). The experience in both the cases should be in the field of civil works viz. construction and maintenance of multi-storey RCC framed structure buildings and roads, public health engineering services and works such as water supply and drainage disposal appropriate to a township. Out of the above at least 05 years experience should be in a responsible position. The candidates having experience in CPWD procedures, knowledge of computer application and structural design software would be preferred.

Post 17. Deputy Project Manager (Electrical)

Essential: Bachelor's Degree in Electrical Engineering with minimum 8 years of post qualification experience in project and maintenance of Substation Equipments including transformers, motors and switchgears, power distribution system, HT/LT lines, Buildings' electrification, D.G. Sets, Pumps, Lift/Escalators, AC Plant, UPS, Streetlights, Fire-protection system with a reputed organization/institute. CPWD procedures and knowledge of computer applications would be preferred.

Important information/conditions/ instructions:

- a) **Application Fee:** An Application fee of Rs. 100/- is applicable for all the posts from Serial No. 1 to 8 and Rs. 50/- for all the posts from Serial No. 9 to 14. The application fee for 'project vacancies' is Rs. 100/- 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/ Physically Handicapped Candidates are not required to pay any application fee.
- b) The posts are not transferable between RGIPT Rae Bareli and Assam Centres.
- 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) Relaxation in age to candidates belonging to reserved category posts will be as per the rules of Govt. of India.
- o) 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.
- p) Those who have already applied for post No. 14 (Private Secretary to Director/ Junior Superintendent) and post No. 5 (Assistant Registrar) against our earlier advertisement No. 1/2010 should apply again with their updated bio-data in the prescribed application form but without the application fee. They must give reference (or photocopy of the top page) of their earlier application.
- q) Application form complete in all respect, with the 'RGIPT- Rae Bareli Centre, Post applied for _____' clearly super scribed on the envelope, should reach at the following address by registered post by **Thursday, April 07, 2011**.

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

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/ Others)	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):