



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT), RAE BAREILLY
Ratapur Chowk, Rae Bareilly- 229316, UP, India
(An Institute of National Importance Established under an Act of Parliament)

RECRUITMENT OF NON-TEACHING STAFF

Advt. No.: RGIPT/RBL/NAS/03/2014

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Rae Bareilly has been set up by Ministry of Petroleum & Natural Gas, Government of India through an Act of Parliament. It has been accorded the status of an 'Institute of National Importance' along the lines of IITs. The prime objectives of the institute are to provide world class education, training and research to roll out efficient human resources to meet the growing requirements of the Petroleum & Energy sectors of India. RGIPT is currently operating its academic activities from Rae Bareilly (Main Campus). RGIPT, Rae Bareilly invites applications from eligible and highly experienced candidates for appointment on permanent/contract/deputation basis, for the following posts at serial No.1 to 7. The age of superannuation for the posts from serial No.1 to 7 is 60 years.

| S. No. | Name of the posts | No. of vacancies | | | | | Pay Band | Grade Pay |
|--------|--|------------------|----|-----|----|-------|-------------|-----------|
| | | SC | ST | OBC | UR | Total | | |
| 1 | Executive Engineer (Civil) | - | - | 1 | - | 1 | 15600-39100 | 6600/- |
| 2 | Assistant Placement Officer | - | - | 1 | 1 | 2 | 15600-39100 | 5400/- |
| 3 | Assistant Registrar (Audit & Accounts) | - | - | - | 1 | 1 | 15600-39100 | 5400/- |
| 4 | Hostel Manager | - | - | - | 1 | 1 | 9300-34800 | 4600/- |
| 5 | Assistant Hostel Manager | 1 | - | - | - | 1 | 9300-34800 | 4200/- |
| 6 | Junior Superintendent | - | - | 1 | 3 | 4 | 9300-34800 | 4200/- |
| 7 | Junior Library & Information Assistant | 1 | - | - | 1 | 2 | 5200-20200 | 2000/- |

Note: (a) Post of Assistant Hostel Manager advertised vide- Advt. No. RGIPT/RBL/NAS/01/2014 has been cancelled due to administrative reasons.

(b) Fresh applications are invited for the post of Hostel Manager and Assistant Hostel Manager (SC) from eligible candidates.

(b) Those candidates who had applied earlier for the post of Assistant Hostel Manager (UR) against Advt. No. RGIPT/RBL/NAS/01/2014 are exempted from application fee, if they are applying against either post.



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1. Post: - Executive Engineer (Civil) (OBC-1)

Maximum age: 45 years as on closing date

Essential Qualification & Experience:

- First Class Bachelors degree in Civil Engineering with 8 years relevant experience OR Recognized 3 years Civil Engineering diploma with 18 years relevant experience, out of which, at least 4 years should be in PB-3 with GP-5400/- or equivalent salary or more.
- Experience in both cases should be in the field of civil works viz. construction & maintenance of multi storey RCC framed structure building and roads, public health engineering services, such as water supply and drainage disposal appropriate to a township.
- Out of the above at least 05 years experience should be in responsible position. The candidates having experience in CPWD procedures, knowledge of computer application and structural design software shall be given preference.

Desirable Qualification:

- Candidate should have good knowledge of preparation of estimates, tender documents, award of work for construction of multi- storied buildings, maintenance of residential/institutional campuses as per CPWD/PWD norms and other associated issues related with building and construction and good experience to monitor the quality of work and time schedules.
- Candidates should also have proficiency in computer application such as MS office etc.

2. Post: - Assistant Placement Officer (OBC-1 & UR-1)

Maximum age: 45 years as on closing date

Essential Qualification & Experience:

- Masters Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale **OR** 1st class B. Tech. degree in any Engineering discipline **OR** MBA in Marketing/HR with 60% from any renowned institute
- Minimum 5 years of experience in the field of Students' Placement & Training in any recognized Engineering Institute i.e. IITs/ IIMs, NITs, etc.
- Candidate having B. Tech. or MBA degree should have at least 3 years of academic/industry experience.
- Good contacts in industry especially in oil and gas sectors
- Excellent verbal and written communication skills in English and proficiency in computer

Desirable Qualification:

- Candidate having B. Tech. degree in Petroleum or Chemical Engineering shall be given preference

Significant Job Responsibilities:

- To assist in Training & Placement of students
- Updation of companies contact directory
- Liaisoning with industry for placement of students
- To collect feedback from the companies coming for placement
- To assist in maintenance of industry data
- To coordinate with students and faculty for placement activities



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3. Post: Assistant Registrar (Audit & Accounts) (UR)

Maximum age: 45 years as on closing date

Essential Qualification & Experience:

- Post Graduate degree in Commerce with 55 % marks or CA/ICWA/ MBA (Finance) equivalent grade of 'B' in UGC 7 point scale along with good academic record from high school onwards. At least one of these degrees should have been earned after full time attendance in a recognized university.
- Minimum 5 years experience in any one or more areas of Auditing, Accounting, and Financial Procedures and out of which 2 years experience should be in area of Finance & Accounts/ Audit at supervisory level in any renowned government educational institutions/Public Sector Undertakings, etc.
- Excellent knowledge of Accounts and Audit related computing tools is must.
- In case of a qualified CA, candidate must have minimum 3 years experience in above areas.
- Candidates should have sound knowledge of Accounting/Audit Rules & Financial Rules applicable to Autonomous Bodies of Government of India.
- Capable to handle all aspects of finance, liaise with banks and financial institutions, budgeting, MIS, internal audits, able to handle a team of junior accountants, highly computer literate. Candidates should have knowledge of Tally Accounting software.
- Incumbent should have experience in preparation of Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans in Autonomous bodies/Central Govt.
- The candidates should have experience of preparing Annual Accounts for being presented to the Accountant General for regular audit. The person will also be responsible for cash-book Maintenance of Institute, transactions and Bank Reconciliation of Institute Accounts.

Job description:

- Management of institute's internal auditing
- Liaison with external audit and internal units of RGPT
- Auditing all high value transaction before passing of bill
- Supplier payment commitments
- Pay fixation and Pension fixation vetting
- Answering the queries raised by external audit



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4. Post: Hostel Manager (UR)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- Bachelor's degree in any subject with 55% marks or Master degree with 50% marks from any recognized university and good academic record from High School onwards.
- 8 years experience (out of which 3 years in PB-1 with Grade pay of 2400/- or in equivalent salary or more in Hostel administration/hospitality in any renowned Government of India institutes/Government organization/PSUs, etc.
- Proficiency in computer application

Desirable Qualification:

- Knowledge of HR and independently handle office management activities
- Good knowledge of Hindi computing tools.

Job descriptions:

- Management of UG and PG hostels along with Guest House
- Managing housekeeping services in hostel and guest house premises
- Ensuring proper discipline in the hostel, play grounds and mess areas
- Management of medical amenities for students
- Ensuring smooth functioning of transportation and maintenance of institute's buses

5. Post: Assistant Hostel Manager (SC)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- Bachelor's degree in any subject with 55% marks or Master degree with 50% marks from any recognized university and good academic record from High School onwards.
- 5 years of experience (out of which 3 years experience in the Grade Pay of Rs. 2000/- or equivalent salary or more) in Hostel administration/hospitality in any renowned Government of India institutes/Government organization/PSUs, etc.
- Proficiency in computer application

Desirable Qualification:

- Knowledge of HR and independently handle office management activities
- Good knowledge of Hindi computing tools

Job descriptions:

- Management of UG and PG hostels along with Guest House
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6. Post: - Junior Superintendent (UR-3, OBC-1)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- Bachelor's Degree with at least 55% marks or Master Degree with 50% marks in any discipline or its equivalent grade from any recognized University/Institute along with a good academic record from High School onwards in any discipline
- 05 years relevant experience (out of which 3 years experience in the Grade Pay of Rs. 2000/- or equivalent salary or more) in any Engineering/ Technical Institute like IITs/ IISERs/ IISC/ NITs/ similar government institutions or in Public Limited Company or in any reputed Institution.
- Working knowledge of Central Govt. Rules applicable to Autonomous Bodies.
- Knowledge of computer applications
- Excellent verbal and written communication skills in English

Desirable Qualification:

- **Accounts:** Sound knowledge of accounting procedures applicable to autonomous bodies.
- **Academics:** Knowledge of Student's Registration, Preparation of Time tables, Examination Schedules, Grade Sheet & other related academic activities.
- **Administration:** Knowledge of Recruitment Rules, Leave Rules, LTC, Medical Rules and other administration rules.

7. Post: - Junior Library & Information Assistant (UR-1 and 1 SC)

Maximum age: 32 years as on closing date

Essential qualification & experience:

- Bachelor's degree in any subject with 55% marks from any recognized university
- Certificate in Library Science from any recognized university or institution
- Diploma in Computer Application from any recognized institute
- 1 year experience in library with any renowned university or institute

Desirable qualification:

- Bachelor's Degree in Library Science from any recognized university or institution



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GENERAL INSTRUCTIONS

1. The institute reserves 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.
2. The Institute reserves right to give relaxation in age, educational qualification and experience in the case meritorious candidates.
3. Selected candidates may be rotated in any department of institute or any other campuses.
4. Relaxation in age and percentage of marks to SC/ST/OBC/PH/Ex-Serviceman/Departmental candidates/Govt. Servants shall be as per Government of India norms.
5. The institute reserves the right to rectify any discrepancy in the grade pay, pay band etc., if found later on.
6. 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.
7. All educational degrees should be from Government institutions or those approved by competent government 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, Rae Bareilly.
8. The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
9. Canvassing in any form or on behalf of a candidate will be a disqualification.
10. 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.
11. Application Fee: Rs. 200/- for General and OBC candidates. SC/ST/PH/Women categories are exempted for payment of fees. The fee shall be paid through DD issued in the favor of **"RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY"** payable at RAE BAREILLY.
12. Maximum age and total years of experience shall be reckoned on the last date of application submission i.e. 5th January, 2015
13. For appointments, preference will be given to Physically Handicapped candidate(s), even where the reservation is not marked and suitable PH candidates are available.



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14. 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.
15. If a candidate applies for more than one post, he/she will have to fill separate application form and pay the fee accordingly.
16. All candidates who fulfill the eligibility criteria must apply in prescribed format available on institute website. Application Form may be downloaded from institute website- www.rgipt.ac.in under Recruitment Section.
17. Filled application with Fee and testimonials shall be reached to the office of Registrar by: 05-01-2015 by Registered Post/Speed Post. Application should be super scribed with "Advt. No.: RGIPT/RBL/NAS/03/2014" and "Application for the Post of -----"
18. Candidates serving in Government organization / 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 interview and failing to this candidate shall not be allowed to appear in the selection process of prescribed post and also travel expenses will not be reimbursed.
19. Those candidates who apply for appointment on deputation terms should submit the application along with attested copies of their ACR of preceding five years or as applicable.
20. Applications received after the last date or without Fee and required documents shall be summarily rejected.

Application form, complete in all respect should be sent by Speed Post/Registered Post on following Address:

The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareilly - 229316 (UP)

Last date of application submission: 05-01-2015



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APPLICATION FORM

(Application shall be filled in own handwriting, Use extra sheets if necessary)

Application No
(For Office Use Only)

Advt. No.: RGIPT/RBL/NAS/03/2014

To
The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareilly - 229316 (UP)

Affix a recent passport size photograph duly attested by the candidate

Details of Application Fee:

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

Post applied for:

S. No. (As per advertisement) Post Name

1. Name:
(Mr. / Ms.) (Surname) (Middle) (First)

2. Marital Status: Married / Single

3. Do you belong to SC/ST/OBC Category? (If yes, please 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:

| |
|--|
| |
| |
| |
| |
| |

Mobile No :-----

E-mail :-----



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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 | 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 | | | | | |
| | | | | | | |
| | | | | | | |
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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 | |
| Spouse | | Yes/No | | Yes/No | |
| Son(s) | | Yes/No | | Yes/No | |
| Daughter(s) | | Yes/No | | Yes/No | |
| Others | | Yes/No | | Yes/No | |



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DECLARATION

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

Date:

(Signature of applicant)

Place:

List of enclosures (Please list the documents attached):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.