



## Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance Established Under an Act of Parliament)

Jais, Amethi- 229304, Uttar Pradesh

Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

### **Advt. No.: RGIPT/NTS/01/2025**

Application Start Date: 01.09.2025

Last Date of Application: 30.09.2025

The Rajiv Gandhi Institute of Petroleum Technology (RGIPT) has been established through an Act of Parliament in 2008 under the aegis of Ministry of Petroleum & Natural Gas, Government of India. It has been accorded the eminence of being an "Institution of National Importance". RGIPT is co-promoted as an energy domain specific institute by six leading Oil PSUs in association with the Oil Industry Development Board (OIDB). The main campus of the Institute is situated at Jais, Amethi, U.P. Besides this, the Institute has two other campuses, namely- RGIPT Sivasagar and RGIPT Bengaluru Campus.

The Institute invites **ONLINE APPLICATIONS** from the eligible candidates (Indian Nationals) for appointment to the following regular posts of Non-Teaching Cadre for RGIPT Jais, Sivasagar and Bengaluru campuses:

RGIPT Jais Campus									
Sl. No.	Name of the Post	No. of Posts						Pay Level	Upper Age Limit (Years)
		UR	EWS	OBC	SC	ST	Total		
1	Registrar (On Deputation)	1	0	0	0	0	1	L-14	57
2	Finance Officer (On Deputation)	1	0	0	0	0	1	L-14	57
3	Deputy Registrar	2	0	0	0	0	2	L-12	50
4	Medical Officer	1	0	0	0	0	1	L-11	50
5	Assistant Registrar	1	0	1	0	0	2	L-10	45
6	Superintendent- (Grade-I) General Administration-1 post Accounts- 1 post	2	0	0	0	0	2	L-6	35
7	Technical Superintendent (Grade-I) Computer Science – 1 post Mechanical Engineering – 1 post	2	0	0	0	0	2	L-6	35
8	Assistant (Grade-I)	1	0	0	0	1	2	L-3	30
9	Technician (Grade-I) Electronics – 1 post Information Technology-1 post	2	0	0	0	0	2	L-3	30
Total		13		1		1	15		

RGIPT Sivasagar Campus									
Sl. No.	Name of the Post	No. of Posts						Pay Level	Upper Age Limit (Years)
		UR	EWS	OBC	SC	ST	Total		
1	Assistant Registrar	1	0	0	0	0	1	L-10	45
2	Superintendent- (Grade-I)	1	0	1	0	0	2	L-6	35
3	Technical Superintendent (Grade-I) <i>Fire &amp; Safety- 1 post</i> <i>Electrical/Electronics Engineering – 1 post</i>	2	0	0	0	0	2	L-6	35
4	System Superintendent (Grade-I)	1	0	0	0	0	1	L-6	35
5	Assistant (Grade-I)	1	0	0	0	1	2	L-3	30
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>		

RGIPT Bengaluru Campus									
Sl. No.	Name of the Post	No. of Posts						Pay Level	Upper Age Limit (Years)
		UR	EWS	OBC	SC	ST	Total		
1	Assistant Registrar	1	0	0	0	0	1	L-10	45
2	Technical Superintendent (Grade-I) <i>Mechatronics/ Robotics &amp; Automation</i>	1	0	0	0	0	1	L-6	35
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>		

**UR-** Unreserved, **EWS-** Economically Weaker Section, **OBC-** Other Backward Classes, **SC-** Scheduled Castes, **ST-** Scheduled Tribes

#### Advertisement Details:

Annexure - 1	Eligibility Criteria for posts
Annexure - 2	Desirable Qualifications, Key Responsibilities, and Technical Skills requirements for Technical Superintendent and Technician
Annexure - 3	General terms & conditions for engagement at RGIPT
Annexure - 4	Important information/conditions/instructions
Annexure - 5	Selection Process
Annexure - 6	How to Apply

**ELIGIBILITY CRITERIA**

**Post No. 1: Registrar (On Deputation)**

**Essential Qualification & Experience:**

- a. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed, **and**
- b. At least 15 years of experience as an Assistant Professor in the Academic Pay Level- 11 and above or with 8 years of service in the Academic Pay Level- 12 and above, including as an Associate Professor, along with experience in educational administration, **OR**
- c. Comparable experience in a research establishment and/ or other institutions of higher education, **OR**
- d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

**Desirable Qualification:**

- a. Qualification in the area of Management or Law
- b. Experience in handling computerized administration, legal, financial, or establishment matters

**Desirable Skills:**

- a. Proven ability in administration in a higher educational institution, preferably in IITs.
- b. Experience and competence in computerized administration, financial and personnel management, and leadership in a residential institution.
- c. Strong communication skills and experience in managing computer systems, government rules (GFR, FR, SR, CCS), and academic administration

**Job Responsibilities**

- a. Custodian of records, common seal, and funds of the Institute.
- b. Secretary (Non-member) to the Board of Governors, Senate, Finance Committee, and Building & Works Committee.
- c. Responsible for the supervision, recruitment, assessment, mentoring, and welfare of employees.
- d. Oversee all statutory reporting and liaison with ministries/agencies.
- e. Administration and official correspondence, purchases, accounts, establishment, and legal matters.
- f. Submit statutory reports, maintain institute records, and safeguard movable/immovable assets.
- g. Lead administration in support of the Director and may be called upon to take up any additional duties assigned by the Director or Board of Governors.
- h. Preparation of Annual Report

**Post No. 2: Finance Officer (On Deputation)**

**Essential Qualification & Experience:**

- a. Master's Degree with at least 55% marks or an equivalent grade in a point scale, wherever the grading system is followed, **and**
- b. At least 15 years of experience as Assistant Professor in the Academic Pay Level- 11 and above or with 8 years of service in the Academic Pay Level- 12 and above, including as an Associate Professor, along with experience in educational administration, **OR**

Comparable experience in research establishment and/ or other institutions of higher education in Finance & Accounts, **OR**  
15 years of experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the domain of Finance & Accounts.

**Desirable Qualification:**

- a. Qualification in the area of Management or Law or ICWAI.
- b. Experience in handling computerized administration, legal, financial or establishment matters.

**Desirable Skills:**

- a. Expertise in financial management and regulatory compliance for public or academic institutions.
- b. Advanced proficiency in financial software (such as ERP/Tally), MS Excel, and IT-enabled accounting.
- c. Strong leadership, analytical, decision-making, and communication skills.
- d. Proven ability to formulate financial strategies for innovation, growth, and sustainability.
- e. In-depth understanding of rules and regulations (e.g., GFR, C&AG, Companies Act, Societies Registration Act).

**Job Responsibilities**

- a. Financial Leadership & Strategy: Lead all finance and accounting operations, develop financial strategies, plan budgets, ensure financial sustainability, and support growth initiatives.
- b. Financial Management & Controls: Oversee financial management, internal controls, statutory audits, and compliance with government regulations and policies.
- c. Compliance & Reporting: Maintain timely and accurate financial reporting, manage statutory filings, ensure compliance with C&AG, MCA, GST, Income Tax, and other relevant laws.
- d. Resource Allocation: Manage funds, process payments, administer payroll, investments, procurement, and ensure optimal utilization of resources.
- e. Planning & Budgeting: Collaborate with leadership for strategic planning, performance reviews, and align financial goals with institutional objectives.
- f. Liaison & Governance: Serve as a key liaison for audit committees, investment committees, and manage institutional board meetings for transparency and accountability.
- g. Preparation of Annual Accounts and Balance Sheet for each financial year

**Post No. 3: Deputy Registrar**

**Essential Qualification & Experience:**

- a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed, **and**
- b. 9 years' experience as Assistant Professor an Academic Level 10 and above with experience in educational administration, **OR**  
Comparable experience in a research establishment and/or other institutions of higher education, **OR**  
5 years of experience as Assistant Registrar or equivalent at Pay Level- 10 in the domain of Academic, Administration, Procurement, Finance & Accounts, etc, **and**
- c. Excellent knowledge of noting and drafting in English and Hindi
- d. Experience in handling computerized administration and financial matters
- e. Proficiency in the use of computer applications i.e., MS Word, Excel, PowerPoint, etc., is a must.

**Note:** Candidates having a master's Degree in commerce/ ICAI/ ICWAI/ MBA-Finance/ ICAI/ ICWAI would be considered for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Audit).

**Desirable Qualification:**

- a. Degree in Management or Law.
- b. Experience in handling computerized administration, legal, finance, establishment, stores & purchase, and other relevant matters.

**Job Responsibilities:**

- a. Support the Registrar/Deans in managing academic and administrative tasks and the overall smooth functioning of departments.
- b. Serve as In-Charge of various sections (e.g., Academics, Administration, Establishment, Finance) depending on the specific role assigned (academic, exams, estate, etc.) by the management.
- c. Manage records and data related to students, faculty, examinations, admissions, certificates, legal documents, policies, and regulatory compliance.
- d. Draft reports, maintain correspondence with external agencies (AICTE, MoE, other universities), compile and present data for ranking, IQAC, and statutory submissions.
- e. Engage with statutory bodies, oversee committee meetings, support governance, and ensure statutory obligations are met.
- f. Supervise non-teaching staff, oversee contracts, outsourcing, and manage compliance with labor and other regulations.
- g. Handle procurement and stores, including e-procurement (GeM), local purchase, records, and annual stock taking.
- h. Ensure compliance with institutional regulations, government policies (GFR, CCS, FR, SR), and reporting requirements.
- i. Deputy Registrar to assist Registrar in Preparation of Annual Report and Deputy Registrar (Accounts) to assist Finance Officer in preparation of Annual Accounts and Balance Sheet

**Post No. 4: Medical Officer**

**Essential Qualification & Experience:**

- a. MBBS degree from a reputed and recognized university with a minimum 60% marks or equivalent grade point
- b. Three years' experience after MBBS in a reputed hospital in the Government/PSU/Private Sector.

**Desirable Qualifications:**

- a. MD or MS, in an appropriate branch of Medicine with at least one year of relevant experience.
- b. Experience in ICU, Trauma Care Unit.
- c. Experience in institutional health care, emergency medicine, and outpatient department (OPD) services.
- d. Recognition and experience related to specialized disciplines or super-specialties listed under Ministry of Health notifications may attract preference.

**Job Responsibilities**

- a. Attend to patients in the Institute Health Centre, including OPD, emergency, and inpatient care.
- b. Manage casualty and emergency calls, often working in shifts, including nights and holidays.
- c. Participate in preventive health care, vaccination clinics, and health awareness programs.

- d. Collaborate with the Chief Medical Officer and health center staff in planning and delivering health services.
- e. Certify medical fitness and issue necessary medical certificates as per the institute norms.
- f. Maintain confidentiality, observe medical ethics, and follow the health center's standard operating procedures.
- g. Assist in documentation, claims, reimbursement processing, and compliance with applicable health regulations.
- h. Perform any other duties related to medical services as assigned by the competent authority.

### **Post No. 5: Assistant Registrar**

#### **Essential Qualification & Experience:**

- a. Master's Degree in any discipline with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed,
- b. 5 years' relevant experience at Pay Level-7/8 or equivalent in supervisory capacity in a government office/ University/ technological institution, or an organization of repute. Experience may include activities related to General Administration, Establishment, Academic, Finance & Accounts, Audit, Stores & Purchase, Procurement, RTI, Legal matters, Training & Placement, etc.
- c. Excellent knowledge of noting and drafting in English and Hindi.
- d. Experience in handling computerized administration and financial matters.
- e. Proficiency in the use of computer applications, i.e., MS Word, Excel, PowerPoint, etc., is a must.
- f. Knowledge of English and Hindi typing on a computer.
- g. Conversant with Government Rules and Regulations applicable to educational institutes.
- h. To assist in preparation of Annual Report, Annual Accounts and Balance sheet.

**Note:** Candidates having master's Degree in commerce/ ICAI/ ICWAI/ MBA-Finance would be considered for the post of Assistant Registrar (Finance & Accounts/ Internal Audit).

#### **Desirable Qualification:**

- a. Degree in Management, Law or Finance.

#### **Job Responsibilities**

- a. Serve as In-Charge of allotted sections (administration, academics, R&D, student affairs, establishment, estate, stores & purchase, finance & accounts, or hostel management) and report to Deputy Registrar/Registrar/Deans.
- b. Oversee day-to-day activities, compliance with institutional policies, and ensure proper documentation and record keeping.
- c. Manage recruitment, establishment matters, payroll, procurement, and legal/statutory compliance.
- d. Liaise with government bodies (Ministry of Petroleum and Natural Gas, Ministry of Education, and other statutory agencies) and ensure timely reporting and audits.
- e. Implement and follow up on policy decisions of the Institute; supervise non-teaching staff within the assigned area.
- f. Utilize computer applications for correspondence, records, and planning.

## **Post No. 6: Superintendent (Grade-I)**

### **Essential Qualifications and Experience:**

- a. Masters' Degree in any discipline from a recognized university/institution with at least 55% marks with 3 years' experience at Pay Level- 5 or equivalent position in Central/State Govt./ autonomous bodies/ PSUs,  
**OR**  
Bachelors' Degree in any discipline from a recognized university/ Institution with at least 55% marks with 5 years' experience at Pay Level- 5 in Central/ State Govt./ autonomous bodies/ PSUs and
- b. Proficiency in the use of computer applications i.e., MS Word, Excel, PowerPoint, etc.
- c. Knowledge of typing in English and Hindi on a computer is a must.
- d. Proficiency in noting and drafting in English and Hindi.
- e. Conversant with Government Rules and Regulations applicable to educational institutes.

### **Desirable Qualifications**

- a. Familiarity and knowledge of working procedures of higher technological or educational institutions (IITs, CFTIs, NITs, IISc, IISERs, etc.).
- b. Excellent written and verbal communication skills.
- c. Experience working in a computerized environment.

### **Job Responsibilities**

- a. **Administrative Supervision:** Manage office operations and administrative tasks, supervise clerical staff, and ensure efficient departmental workflow.
- b. **Oversight of Record-Keeping and Documentation:** Verify, maintain, and update official files, records, registers, and documents in accordance with institutional procedures.
- c. **Support to Senior Officers:** Assist higher officials (such as Assistant Registrar/Deputy Registrar/Registrar/and Deans) in daily administrative, academic, financial, and logistical functions.
- d. **Coordination:** Facilitate coordination among staff, interact with faculty/students, and ensure timely completion of assigned administrative tasks.
- e. **Reporting:** Prepare and compile reports, presentations, and official correspondence.
- f. **Policy Implementation:** Ensure compliance with institute policies, government norms, and regulatory guidelines (GFR, CCS, etc.).
- g. **Miscellaneous Tasks:** Carry out any other duties as assigned by competent authorities, including committee participation and audit support.

## **Post No. 7: Technical Superintendent (Grade-I)**

### **Essential Qualification & Experience:**

- a. Master's Degree in engineering/ science/ computer science or equivalent qualification in the appropriate field with a minimum of 55% marks in the qualifying Degree from a recognized University/Institute with 3 years' relevant experience at Pay Level-5 or equivalent position in Central/State Govt./ autonomous bodies/ PSUs.

**OR**

Bachelor's Degree (4-years) in Engineering or equivalent qualification in the appropriate field with a minimum of 55% marks in the qualifying Degree from a recognized University/ Institute with 5 years' relevant experience at Pay Level- 5 in Central/ State Govt./ autonomous bodies/ PSUs.

**OR**

Bachelor's Degree in science or equivalent in an appropriate field with a minimum

of 55% marks in the qualifying Degree from a recognized University/ Institute with 5 years' experience at Pay Level- 5 in Central/ State Govt./ autonomous bodies/ PSUs,

**OR**

- b. Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying Degree from a recognized University/ Institute with 6 years' of relevant experience at Pay Level- 5 in Central/ State Govt./ autonomous bodies/ PSUs.
- c. **Desirable Qualifications, Key Responsibilities, and Technical Skills requirements as per Annexure-2**

### **Post No. 8: System Superintendent (Grade I)**

#### **Essential Qualifications and Experience:**

- a. Masters' Degree in CSE / IT or MCA or M. Sc. (IT) with a minimum of 55% marks from recognized university/institute with 3 years relevant experience at Pay Level- 5 or equivalent in Govt. Organization / reputed educational Institute/ IT company.

**OR**

Bachelor's Degree in CSE / IT engineering or equivalent Degree in an appropriate field with minimum 55% marks from a recognized university/institute with 5 years of relevant experience at Pay Level- 5 or equivalent in Govt. Organization / reputed educational Institute/ IT Company.

**OR**

Diploma in CSE / IT or in an appropriate field with 6 years of relevant experience at Pay Level- 5 or equivalent in Govt. Organization / reputed educational Institute/ IT company and

- b. **Desirable Qualifications, Key Responsibilities and Technical Skills requirement as per Annexure-1**

### **Post No. 9: Assistant (Grade-I)**

#### **Essential Qualification and Experience:**

##### **For Assistant (General Administration)**

- a. Bachelor's Degree in any discipline with at least 55% marks from any recognized university/ institute and 1 year relevant of experience, **OR** Master's Degree in any discipline and
- b. Diploma in Computer Application from an institute recognized by the Government.
- c. Proficiency in the use of a variety of computer applications i.e., MS Word, Excel etc.
- d. Knowledge of English and Hindi typing on a computer is a must

##### **For Assistant (Accounts)**

- a. B. Com. with at least 55% marks from any recognized university/ institute and 1 year of relevant experience **OR** M. Com.
- b. Diploma in Computer Application from an institute recognized by the Government
- c. Proficiency in the use of variety of computer applications i.e., MS Word, Excel etc.
- d. Knowledge of English and Hindi typing on computer is must.
- e. Proficiency in accounting software i.e., Tally

#### **Desirable Qualifications and Skills**

- a. Additional diplomas or certificates in management, computer applications, or related fields.
- b. Good communication skills, both written and verbal.



- c. Ability to handle multitasking and work under supervision.
- d. Familiarity with government procurement procedures, accounting, and statutory compliance is a plus for administrative assistant roles.
- e. Knowledge of specialized software or technical skills may be needed for technical assistant posts.

### **Job Responsibilities**

- a. Supporting day-to-day administrative and operational activities under the guidance of senior officers.
- b. Maintaining records, files, and documents accurately and systematically.
- c. Assisting in procurement, stores management, and inventory control.
- d. Managing correspondence and scheduling meetings or appointments.
- e. Providing data entry and support for institutional reports and records.
- f. Handling routine communication with departments and external agencies as required.
- g. Assisting in logistical arrangements like travel, events, and office supplies.
- h. Supporting compliance with institutional policies and rules.

### **Post No. 10: Technician (Grade-I)**

#### **Essential Qualifications and Experience:**

- a. Bachelor's Degree in science/ engineering or equivalent in the appropriate field with a minimum of 55% marks in the qualifying Degree from a recognized University/ Institute, **OR**
- b. Three years Diploma in Engineering / Applied Science or equivalent in the appropriate field (after 10+2) with a minimum of 55% marks in the qualifying Degree from a recognized University/ Institute with one year relevant experience.
- c. **Desirable Qualifications, Key Responsibilities, and Technical Skills requirement as per Annexure-2**

Post: Technical Superintendent- Computer Science at RGIPT Jais Campus			
Desirable Qualifications	Key Responsibilities	Technical Skills required	
<ol style="list-style-type: none"> <li>Hands-on experience with systems administration, networking, and server management (Windows, Linux, and Mac OS environments).</li> <li>Experience in cybersecurity, familiarity with security tools, and knowledge of national and international standards.</li> <li>Experience managing lab or departmental IT infrastructure (computer labs, software deployment, support for users).</li> <li>Skills in web development (HTML, CSS, PHP, JavaScript, Node.js) and database management (SQL, NoSQL, RDBMS).</li> <li>Knowledge of automation and deployment tools (Docker, Kubernetes, Ansible, OpenStack, etc.).</li> <li>Programming skills in one or more languages (C, C++, Python, Java, Perl, Shell).</li> <li>Familiarity with network protocols (TCP/IP, VLAN, Wi-Fi, socket programming), troubleshooting, and configuration of network devices.</li> <li>Operating system administration, including installation, configuration, and troubleshooting of OS and application software.</li> </ol>	<ol style="list-style-type: none"> <li>Oversee and manage departmental IT infrastructure, including servers, desktops, and networking equipment.</li> <li>Administrate operating systems (Windows, Linux, Mac OS), perform installations, updates, and troubleshoot hardware/software issues.</li> <li>Support faculty, staff, and students in IT-related queries and problems, both on-site and remotely.</li> <li>Deploy and maintain specialized software for labs and research activities (e.g., AutoCAD, MATLAB, Python, SPSS).</li> <li>Set up and configure web, database, email, and other application servers as required.</li> <li>Participate in cybersecurity activities, including the implementation of security protocols and monitoring network activity.</li> <li>Maintain documentation, licenses, and compliance with institutional and industry standards for IT management.</li> </ol>	<ol style="list-style-type: none"> <li>System administration (installation, configuration, troubleshooting)</li> <li>Networking (setup, maintenance, security)</li> <li>Programming and scripting (Shell, Python, C, Java, Perl)</li> <li>Web development and database management (HTML, SQL, PHP, NoSQL)</li> <li>Virtualization and cloud technologies (VMware, Hyper-V, Docker, OpenStack)</li> <li>Cybersecurity best practices</li> </ol> <p><b>Additional Skills:</b></p> <ol style="list-style-type: none"> <li>Good communication and interpersonal abilities</li> <li>Team management and coordination skills</li> <li>Problem-solving and analytical thinking</li> <li>Documentation and reporting</li> </ol>	

<b>Post: Technical Superintendent- Mechanical Engineering at RGIPT Jais Campus</b>		
<b>Desirable Qualifications</b>	<b>Key Responsibilities</b>	<b>Technical Skills required</b>
<ol style="list-style-type: none"> <li>1. Hands-on experience in managing and maintaining mechanical engineering labs or facilities.</li> <li>2. Familiarity with specialized equipment such as IBR Boilers, Heat Exchangers, Fluid Thermal Laboratories, and Advanced Mechanical Testing Facilities.</li> <li>3. Skills in handling fluid flow and heat transfer experiments independently.</li> <li>4. Proficiency in using CAD software (SolidWorks, AutoCAD) and data acquisition software.</li> <li>5. Experience with technical report writing.</li> <li>6. Knowledge of basic electrical engineering circuits, motion control systems, temperature measurement, and data processing software (LabVIEW, MATLAB) is beneficial.</li> </ol>	<ol style="list-style-type: none"> <li>1. Operation, maintenance, and troubleshooting of mechanical engineering laboratory equipment.</li> <li>2. Independent handling and execution of experiments and project works.</li> <li>3. Support in design, fabrication, and testing activities related to mechanical engineering.</li> <li>4. Maintain documentation and assist in research and development tasks.</li> <li>5. Ensure proper functioning of lab instruments and compliance with safety and operational protocols.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strong technical knowledge in mechanical and thermal sciences, including mechanics of materials, fluid mechanics, theory of machines, and heat transfer.</li> <li>2. Familiarity with instrumentation and equipment used in mechanical engineering labs.</li> <li>3. Ability to work independently and as part of a team.</li> <li>4. Good communication skills for technical reporting and coordination.</li> </ol>

**Post: Technical Superintendent- Mechatronics/Robotics & Automation at RGIPT Bengaluru Campus**

<b>Desirable Qualifications</b>	<b>Key Responsibilities</b>	<b>Technical Skills required</b>
<ol style="list-style-type: none"> <li>1. Practical experience with robotic systems, automation technologies, CNC machines, sensors, actuators, and embedded control systems.</li> <li>2. Familiarity with CAD/CAM tools, programming for automation and robotics (e.g., PLC programming, C/C++, Python, MATLAB/Simulink).</li> <li>3. Knowledge of pneumatic, hydraulic, and electrical control systems.</li> <li>4. Experience in maintenance, calibration, and troubleshooting of lab and workshop equipment used in mechatronics and robotics research.</li> <li>5. Understanding of safety norms and standards related to robotic work cells and automated machinery.</li> <li>6. Experience with digital manufacturing, industrial robots, and automation software platforms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Operation, maintenance, and troubleshooting of mechatronics and robotics lab equipment, including robotic arms, sensors, controllers, CNC machines, and testing rigs.</li> <li>2. Support researchers, faculty, and students in lab experiments and projects by ensuring availability and proper functioning of lab resources.</li> <li>3. Conduct periodic preventive maintenance and calibration of instruments and equipment.</li> <li>4. Assist in the design, fabrication, and assembly of automation and robotics prototypes.</li> <li>5. Maintain documentation related to equipment operation, maintenance schedules, and safety compliance.</li> <li>6. Ensure adherence to operational safety protocols and promote safe working practices in mechanical and electronic workshop environments.</li> <li>7. Coordinate with vendors and technical experts for specialized repair and upgrades.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mechanical assembly and precise instrumentation skills.</li> <li>2. Embedded system and microcontroller programming.</li> <li>3. Control system design and debugging.</li> <li>4. Networking and communication protocols used in automation (e.g., CAN, Modbus).</li> <li>5. Knowledge of software tools for design and simulation like SolidWorks, AutoCAD, LabVIEW, MATLAB, and robotics-specific software</li> </ol>

**Post: Technical Superintendent- Fire & Safety Engineering at RGIPT Sivasagar Campus**

<b>Desirable Qualifications</b>	<b>Key Responsibilities</b>	<b>Technical Skills required</b>
<ol style="list-style-type: none"> <li>1. Experience in managing fire safety systems including fire hydrants, sprinkler systems, portable fire appliances, and firefighting equipment.</li> <li>2. Knowledge of fire prevention, protection, hazardous chemical disposal safety, and accident/incident investigation.</li> <li>3. Hands-on experience conducting fire and safety drills, safety audits, and maintaining safety documentation.</li> <li>4. Ability to create fire safety contingency plans, incident reports, and emergency evacuation procedures.</li> <li>5. Familiarity with Occupational Health and Safety Administration Standards (OHAS) and compliance with legal safety regulations.</li> <li>6. Experience in organizing safety training programs and awareness lectures for diverse campus environments, including labs, workshops, hostels, and academic blocks.</li> <li>7. Good computer skills and basic IT knowledge for documentation and reporting purposes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administer and maintain all campus firefighting systems and safety infrastructure.</li> <li>2. Conduct regular fire and safety inspections, audits, and drills across all campus facilities.</li> <li>3. Investigate fire and safety incidents, analyze causes, and recommend corrective actions to prevent recurrence.</li> <li>4. Coordinate with relevant departments and vendors for equipment maintenance and upgrades.</li> <li>5. Ensure chemical safety and proper disposal protocols in laboratories.</li> <li>6. Maintain thorough records of all safety activities, fire extinguisher maintenance, and emergency response readiness.</li> <li>7. Prepare and submit monthly operational readiness and compliance reports to senior management.</li> <li>8. Conduct safety awareness programs and training for users and staff across the campus in operating fire fighting equipment and keep them informed about the fire emergency evacuation plan.</li> <li>9. Maintain all the fire-fighting equipment in good working condition at all times.</li> <li>10. Keep proper liaison with local fire brigade.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strong knowledge of fire engineering principles, safety regulations, and compliance requirements.</li> <li>2. Technical skills in managing and troubleshooting firefighting and safety equipment.</li> <li>3. Good communication skills for training and coordination.</li> <li>4. Ability to work under emergency situations with readiness to respond quickly.</li> <li>5. Organizational and documentation skills for maintaining meticulous records of safety procedures</li> </ol>

**Post: Technical Superintendent- Electrical /Electronics Engineering at RGIPT Sivasagar Campus****Post: Technician - Electronics Engineering at RGIPT Jais Campus**

<b>Desirable Qualifications</b>	<b>Key Responsibilities</b>	<b>Technical Skills required</b>
<ol style="list-style-type: none"><li>1. Hands-on experience with operation, maintenance, and troubleshooting of electrical and electronic lab equipment.</li><li>2. Familiarity with control systems, microprocessor and microcontroller applications, digital signal processing kits, and instrumentation.</li><li>3. Knowledge of high and low tension electrical lines, industrial electronics, and embedded systems.</li><li>4. Experience managing technical resources in academic or research lab environments of IITs or other premier institutions.</li><li>5. Skills in using CAD tools and software for electronics design and simulation.</li><li>6. Knowledge of safety protocols and compliance related to electrical and electronics equipment handling.</li></ol>	<ol style="list-style-type: none"><li>1. Maintain, operate, and troubleshoot electrical/electronics lab instruments and specialized technical equipment.</li><li>2. Support faculty and students in executing laboratory experiments and research activities.</li><li>3. Manage lab infrastructure including electrical power supplies, communication networks, and hardware systems.</li><li>4. Ensure compliance with safety and operational standards across electrical and electronics labs.</li><li>5. Manage documentation related to maintenance schedules, equipment inventories, and operational logs.</li><li>6. Coordinate with vendors for equipment procurement, repair, and calibration.</li><li>7. Provide training and technical assistance to junior staff and users.</li></ol>	<ol style="list-style-type: none"><li>1. Proficiency in electrical/electronics systems operation and maintenance.</li><li>2. Knowledge of instrumentation, sensors, control systems, and automation relevant to labs.</li><li>3. Experience with scientific and technical software used in electronics research.</li><li>4. Ability to handle digital and analogue circuits, power systems, and control panels.</li><li>5. Familiarity with practical applications of microcontrollers, programmable logic controllers (PLCs), and communication protocols.</li></ol>

<b>Post: System Superintendent- Information Technology at RGIPT Sivasagar Campus</b>		
<b>Post: Technician – Information Technology at RGIPT Jais Campus</b>		
<b>Desirable Qualifications</b>	<b>Key Responsibilities</b>	<b>Technical Skills required</b>
<ol style="list-style-type: none"> <li>Hands-on experience in Windows and Linux system administration, including managing servers (Windows Server, Active Directory, Azure AD).</li> <li>Experience with virtualization technologies such as Hyper-V, VMware ESXi.</li> <li>Knowledge and practical skills in deployment and management of operating systems and specialized technical software (MATLAB, AutoCAD, STATA, Python, etc.).</li> <li>Familiarity with cloud and email services management, network infrastructure (LAN, Wi-Fi), and IT security protocols.</li> <li>Cybersecurity experience, including understanding TCP/IP, network packet structures, firewalls, and relevant security certifications such as CISSP, CEH, or CISA.</li> <li>Programming/scripting skills in Python, Shell scripting, and automation tools.</li> <li>Experience managing large-scale IT environments, including labs with over 750 desktops and coordinating technical support for faculty, staff, and students.</li> </ol>	<ol style="list-style-type: none"> <li>Administering, maintaining, and troubleshooting IT infrastructure, including operating systems, networks, and servers.</li> <li>Creating and managing user accounts, deploying software, and operating systems using cloning and imaging tools.</li> <li>Managing license servers and handling software installation and execution issues across the institute.</li> <li>Configuring and managing virtual machines, maintaining KMS services, and supporting endpoint devices (Windows/Mac/Android).</li> <li>Coordinating with lab staff and user groups to understand and implement technical requirements for labs, exams, and institutional events.</li> <li>Supporting cybersecurity operations, including vulnerability analysis, security monitoring, incident response, and compliance with national or international standards.</li> <li>Maintaining documentation, licenses, and system inventories, and coordinating with vendors for system repairs and upgrades.</li> </ol>	<ol style="list-style-type: none"> <li>Strong problem-solving and interpersonal communication skills.</li> <li>Ability to work both independently and in coordination with technical teams.</li> <li>Good documentation and reporting skills.</li> </ol>

**GENERAL TERMS & CONDITIONS FOR ENGAGEMENT AT RGIPT**

1. **The posts of Registrar and Finance Officer are to be filled on a Deputation basis for five years only.**
2. **Except for the posts of Registrar and Finance Officer, all posts are to be filled by direct recruitment, failing which by deputation.**
3. The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for an interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the Institute at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed for the post or any other criteria as decided by the Institute. Only short-listed candidates will be invited for the Written Test or the Interview.
4. **Preferred Experience:** Experience in the Government of India/ National Level Autonomous Educational Institutions will only be considered. Experience of PSU/Corporates will not be considered equivalent.
5. The dates of the interview will be notified on the Institute's website, and the same will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change of correspondence address/ email/ phone from the one given in the application form should at once be communicated to the Institute.
6. The Institute shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
7. All appointments shall be made provisionally, subject to verification of documents. The Institute shall verify the documents and antecedents of the applicant at the time of interview/joining or at any stage during the period of service. In case it is found at any point of time that any document/information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The Institute may also initiate appropriate action under the provisions of the Law for the production of false information.
8. Applicants serving in Government / Public Sector Undertakings (including Boards / Autonomous Bodies) are required to submit a '**No Objection Certificate**' from the employer and upload it with the online application. They also need to present it at the time of the interview.
9. **Place of Posting:** The Selected candidate will be placed at that campus/department/ organization unit of RGIPT for which he/she is applying. However, the job incumbent may be transferred to other campuses in case of exigencies.
10. All correspondence from the Institute, including an interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the online application form. The applicants are advised to check the website of the Institute regularly for updates.
11. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of a person already holding analogous positions in a Centrally Funded Technical Institute/University/Research Institution.
12. The Institute reserves the right to revise/reschedule/cancel/suspend / or withdraw the recruitment process in part or in full without assigning any reason. The decision of the Institute shall be final, and no appeal in this regard shall be entertained.
13. The number of posts advertised are tentative. The Institute reserves the right to increase or decrease the number of posts.
14. The Institute reserves the right not to fill the vacancy as advertised if the circumstances so warrant.



**IMPORTANT INFORMATION / CONDITIONS / INSTRUCTIONS**

1. The crucial date for the determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.
2. No interim inquiries/correspondence of any sort will be entertained on the matter.
3. Applicants applying for more than one post should submit separate applications for each post along with a separate NOC; failing which, the application will be considered only for the first post indicated in the application.
4. The above posts are as per the Government of India Pay Scales and carry allowances like Dearness Allowance, House Rent, Conveyance Allowance, etc, as per rules.
5. All the above posts are covered under the National Pension System (NPS) and will be eligible for other benefits like Medical, LTC, Children Education Allowance, etc. as per the Institute norms.
6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/ experience laid down for the post. Qualifications/ Experiences / Age, etc., as on the last date of submission of applications will only be taken into consideration. The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for a Written Test and/or Personal Interview.
7. Candidates should have obtained degrees from Government-recognized institutions or those approved by competent government-authorized bodies, such as AICTE, UGC, etc. as applicable. These approvals must be in place before the award of a Degree as well as when the application is made for a job at the Rajiv Gandhi Institute of Petroleum Technology.
8. No TA/DA will be paid for appearing in written/skill tests for any posts. However, the candidates recommended for interview for Group-A post will be reimbursed the travel fare up to AC-III Tier (including Rajdhani Express/Chair Car in Shatabdi Express only), the applicants of Pay Level-10 and 12, and AC-II Tier to Pay Level-14 OR actual fare incurred, whichever is less by shortest route on submission of tickets in original.
9. Those candidates, whose physical documents verification results in non-eligibility, whether due to incomplete information or due to incorrect information or any other reason whatsoever, shall be treated as "not called" for the test/interview, even if they were issued a letter to appear for examination/interview/trade test, etc. in person. Such candidates shall not be paid any TA.
10. The benefits of reservation and relaxation in age and qualification to SC/ST/OBC/EWS/ Divyang and Ex-servicemen candidates shall be provided as per the Government of India norms.
11. Candidates seeking the benefit of reservation and relaxation shall submit the caste certificate in the Prescribed Format issued by the Competent Authority at the time of application only. Once the application is submitted, no change in any application field will be accepted.
12. People with Benchmark Disabilities (PwBD) can apply to the respective posts even if the post is not reserved for them, but has been identified as Suitable. However, such Applicants will be considered for selection to such a post by the general standard of merit. Persons suffering from not less than 40% of the relevant disability alone shall be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail the benefit of reservation and other concessions and relaxations as permissible under the rules only when the Degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

13. Relaxation in the upper age limit shall be provided to the internal candidate as per the Institute's rules and the Recruitment Rules of the respective position. The upper age limit shall be relaxed for the employees working at RGIPT on contracts or through the outsourced agency to the posts, which are in the same line or allied cadres, as per the Institute's Recruitment Rules. Age relaxation shall be admissible only in the case of those employees who have rendered at least three years of continuous service at RGIPT with satisfactory performance.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
16. **Application Fee:** The applicants shall be required to pay the following application fee through Net banking and debit/ credit cards. The Application fee, once paid, shall not be refunded or re-adjusted under any circumstances.

Sl. No.	Post	Category	Application Fee
1	Pay Level- 10 and above	General & OBC	Rs. 1000.00
		SC/ST/Female & Divyang	Rs. 500.00
2	Below Pay Level 10	General & OBC	Rs. 500.00
		SC/ST/Female & Divyang	Rs. 250.00

**SELECTION PROCESS:**

1. The candidates appearing for the posts pertaining to RGIPT Jais campus have to present themselves for selection process at RGIPT Jais Campus, Uttar Pradesh only, the candidates appearing for the posts pertaining to RGIPT Sivasagar campus have to present themselves for selection process at RGIPT Sivasagar Campus, Assam only, the candidates appearing for the posts pertaining to RGIPT Bengaluru campus have to present themselves for selection process at RGIPT Bengaluru campus, Karnataka only
2. The candidate(s) shall be assessed by a duly constituted committee in the manner as mentioned hereunder:

For Pay level	Selection Process		Mode of Selection
<b>14 and 12</b>	Presentation & Interview		Personal Interaction
<b>10 and 11</b>	Phase-1	Written Test & Computer Test	MCQ through OMR Sheet
	Phase-2	Presentation & Interview	Personal Interaction
<b>6 &amp; 3</b>	Phase-1	Written Test	MCQ through OMR Sheet
	Phase-2	Computer/Trade/Skill Test	MCQ or Personal interaction or both

3. Screened-in/Shortlisted candidates will be required to appear for the following test:

For Pay Level	Type of Test	Maximum Marks	Maximum Time Allocated	Marks Distribution
<b>14</b>	Presentation & Interview	100	Presentation – 10 Minutes Interview- Time limit Not Applicable	Presentation – 50 Marks Interview- 50 Marks
<b>12</b>	Presentation & Interview	100	Presentation – 10 Minutes Interview- Time limit Not Applicable	Presentation – 50 Marks Interview- 50 Marks
<b>10 &amp; 11</b>	Written Test	50	120 Minutes	<b>Part A:</b> Aptitude Test- 30 MCQ Type Questions, 15 Marks <b>Part B:</b> Subject Test-70 MCQ Type Questions, 35 Marks
	Computer Test	25	30 Minutes	<b>Part C:</b> Computer Test- 25 MCQ Type Questions, 25 Marks
	Presentation & Interview (For Candidates qualifying the Written & Computer Test)	100	Presentation – 10 Minutes Interview- Time limit Not Applicable	Presentation – 50 Marks Interview- 50 Marks
<b>6 &amp; 3</b>	Written Test	60	120 Minutes	<b>Part A:</b> Aptitude Test- 30 MCQ Type Questions, 15 Marks <b>Part B:</b> Subject Test-60 MCQ Type Questions, 45 Marks
	Computer Test or Trade/Skill Test	40	60 Minutes	<b>Part C:</b> Computer Test or Trade/Skill Test- MCQ Type Questions or Skill Test or Both, 40 Marks

**Note:** Negative marking will be there in the Written and Computer Test.

### 3. Syllabus for Exam:

#### **Part A: Aptitude Test**

- i. **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning.
- ii. **Mathematics & Numerical Ability:** Arithmetic - upto 10<sup>th</sup> Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.
- iii. **General Awareness and Current Affairs:** Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution – upto 10<sup>th</sup> Standard.
- iv. **Logical Reasoning:** Number/Alphabet Series, Reasoning Analogy, Relations.

#### **PART - B: Subject Test**

- i. **Service Matters:** FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, RGIPT Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, National Pension System, etc.
- ii. **Finance & Accounts:** General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Medical Attendance, Bill passing, Audit, Banking, procedures of budgeting.
- iii. **Public Procurement:** Procurement of Goods and Services, GeM Rules and Procedures, Central Public **Procurement Portal:** Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.
- iv. **Academics & Student Affairs:** Rules, regulations and Procedures of Academics in RGIPT, Governance and Academic Administration of RGIPT, Award of Degrees, Convocation, Student Affairs, Hostels and Mess Management for students
- v. **Works & maintenance:** Maintenance of Building and Infrastructure, Security

#### **Part C: Computer/Skill Test**

##### **For Ministerial Staff:**

Skills pertaining to:

- i. Management of Administrative Units of the University.
- ii. Understanding of Manual of Office Procedures.
- iii. Knowledge of Information Technology.
- iv. Noting and Drafting. Proficiency in Computer Operations
- v. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm

##### **For Technical Staff:**

Skill test will be done for the Desirable Skills Pertaining to their post of Technical Superintendent/ Technician as specified against their post in Eligibility Criteria. It may be demonstrative or subjective or both.

4. All candidates shall submit the Question Booklet and/or Answer Booklet to the Invigilator, before leaving the Examination Hall.
5. Institute shall not provide any Question Booklet to any candidate after the conduction of the Examination/ Skill Test.

**HOW TO APPLY:**

1. Interested applicants may apply **ONLINE** in the prescribed application format available at **[www.rgipt.ac.in](http://www.rgipt.ac.in)**. On recruitment page under Non-teaching Staff link, regular position Click on the link "**Apply Online**". Please keep your personal details, qualification details, details of references, experience details, other relevant details, and a soft copy of the passport-size photograph ready with you, before starting the Online Application.
2. Applicants serving in Government/Semi-Government/Central/State Autonomous Bodies are required to submit an NOC from their Department/Employer. The online applications of these candidates will be treated as 'Advance Copies' and their candidature will be provisional until they submit an NOC from their employer.
3. The candidate shall produce self-attested copies of all the certificates (educational/caste/ experience) along with originals for verification at the time of Skill Test/ Interview or as and when asked to do so.
4. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point in time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected, or action may be initiated against the candidate which shall lead to cancellation of his appointment.
5. Please note that admission to written test is purely provisional. Before appearing for the Job Oriented Practical Test/ Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.
6. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website- [www.rgipt.ac.in](http://www.rgipt.ac.in) at Recruitment Section. The candidates are advised to check the Institute's website on regular basis.
7. Call letters to short-listed candidates and any further information will be sent by email only. No other mode of communication will be adopted, so before filling in the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of examination and Interview will be made available only by e-mail.
8. The applicant must bring all certificates/testimonials/documents in support of qualifications and experience as mentioned in the Application Form at the time of the interview.
9. The Institute shall verify the antecedents or documents submitted by the candidate at any time during the tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent /background for which he/she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith, and appropriate action will be taken.
10. The character of a person for recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. People dismissed by the Union Government or by a State Government or by a Local Authority or a

Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.

11. Canvassing in any form shall lead to cancellation of candidature.
12. If any declaration is given or information furnished by a candidate found to be false or if they have willfully suppressed any material, information, they will be liable to removal from service.
13. No person shall be recruited unless he/she is in good mental and physical fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from Competent Authority as specified by the Institute.
14. Candidates applying for the post of Group-A position shall give the name of two referees. One of the referees should be from the organization where the candidate is presently working.
15. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology (RGIT) in all matters relating to eligibility, acceptance or rejection of applications, mode of selection/interview will be final, and no query or correspondence will be entertained in this connection from any individual or his/ her agency. Any dispute, suit or legal proceeding against the Institute, the jurisdiction shall be restricted to Hon'ble High Court of Judicature at Allahabad, Lucknow Bench.
16. Last date of application submission: **30.09.2025.**