



## Rajiv Gandhi Institute of Petroleum Technology (RGIFT)

(An Institution of National Importance Established Under an Act of Parliament) Jais,  
Amethi- 229304, Uttar Pradesh

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

**Advt. No.: RGIFT/NTS/02/2025**

Application Start Date: 01.01.2026

Last Date of Application: 07.02.2026

The Rajiv Gandhi Institute of Petroleum Technology (RGIFT) 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". RGIFT 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- RGIFT Sivasagar and RGIFT Bengaluru Campus.

The Institute invites **ONLINE APPLICATIONS** from the eligible candidates (Indian Nationals) for appointment to the following post of Non-Teaching Cadre for RGIFT Jais campus.

| RGIFT Jais |                                 |              |          |          |          |          |          |           |                         |
|------------|---------------------------------|--------------|----------|----------|----------|----------|----------|-----------|-------------------------|
| Sl. No.    | Name of the Post                | No. of Posts |          |          |          |          |          | Pay Level | Upper Age Limit (Years) |
|            |                                 | UR           | EWS      | OBC      | SC       | ST       | Total    |           |                         |
| 1          | Finance Officer (On Deputation) | 1            | 0        | 0        | 0        | 0        | 1        | L-14      | 57                      |
|            | <b>Total</b>                    | <b>1</b>     | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1</b> |           |                         |

**UR- Unreserved, EWS- Economically Weaker Section, OBC- Other Backward Classes,**

**SC- Scheduled Castes, ST- Scheduled Tribes**

### Advertisement Details:

|              |  |
|--------------|--|
| Annexure - 1 | Eligibility Criteria for post                      |
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**ELIGIBILITY CRITERIA****Post No. 1: 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 relating to Finance and accounting,

**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 and financial 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

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

1. **The post of Finance Officer is to be filled on a Deputation basis for five years only.**
2. The prescribed essential qualifications are the minimum, and 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.
3. **Preferred Experience:** Experience in the Government of India/ Centrally Funded National Level Autonomous Educational Institutions will only be considered. Experience of PSU/Corporates will not be considered equivalent.
4. 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 number from the one given in the application form should be communicated to the Institute immediately.
5. 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.
6. 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.
7. 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.
8. **Place of Posting:** The Selected candidate will be placed at RGIPT Jais Campus.
9. 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.
10. 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.
11. 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.
12. The Institute reserves the right not to fill the vacancy as advertised if the circumstances warrant.

## **ANNEXURE-3**

### **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. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Relaxation in the upper age limit shall be provided to the internal candidate as per the Institute's rules and the Recruitment Rules.
13. 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.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. **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.

| <b>Sl. No.</b> | <b>Category</b>        | <b>Application Fee</b> |
|----------------|------------------------|------------------------|
| 1              | General & OBC          | Rs. 1000.00            |
|                | SC/ST/Female & Divyang | Rs. 500.00             |

**SELECTION PROCESS:**

1. The candidates appearing for the post of Finance Officer have to present themselves for selection process at RGIPT Jais Campus, Uttar Pradesh only.
2. The candidate(s) shall be assessed by a duly constituted committee in the manner as mentioned hereunder:

| <b>For Pay level</b> | <b>Selection Process</b> | <b>Mode of Selection</b> |
|----------------------|--------------------------|--------------------------|
| <b>14</b>            | Presentation & Interview | Personal Interaction     |

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

| <b>For Pay Level</b> | <b>Type of Test</b>    | <b>Maximum Marks</b> | <b>Maximum Time Allocated</b>                                      | <b>Marks Distribution</b>                       |
|----------------------|------------------------|----------------------|--|---|
| <b>14</b>            | Presentation Interview | & 100                | Presentation – 10 Minutes<br>Interview - Time limit Not Applicable | Presentation - 50 Marks<br>Interview - 50 Marks |

**HOW TO APPLY:**

1. Interested applicants may apply **ONLINE** in the prescribed application format available at [www.rgip.ac.in](http://www.rgip.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 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 interview is purely provisional. Before appearing for the Interview, details of the candidates will 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.rgip.ac.in](http://www.rgip.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 is 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 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 (RGIFT) 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: **07.02.2026.**