

Website Advertisement

Personal Secretary to the Director (Contractual Position)

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), an Institution of National Importance under the Ministry of Petroleum & Natural Gas, Government of India, invites applications from highly organized, discreet, and proactive professionals for the position of **Personal Secretary to the Director**. The position requires **high levels of integrity, discretion, and professionalism**, as the role involves handling confidential institutional information.

Key Responsibilities

1. Plan, coordinate, and manage the Director's daily schedule, ensuring smooth coordination of academic, administrative, and external engagements.
2. Draft, edit, and manage high-level communications including official correspondence with Ministries, international academic partners, industry leaders, and institutional stakeholders.
3. Serve as the primary coordination point between the Director's Office and internal stakeholders including Deans, faculty members, administrative units, students, and governing bodies.
4. Facilitate communication with external stakeholders such as government agencies, industry partners, Board members, and collaborating institutions.
5. Maintain confidential digital and physical records, ensuring high standards of institutional data security and document management.
6. Support the Director in preparation of meeting briefs, presentations, reports, and official documentation.
7. Coordinate logistics for meetings, official visits, and institutional events involving the Director.

Qualifications & Experience

1. A Master's degree from a recognized university.
2. **Minimum of 5 years of relevant experience in executive secretarial or administrative roles**, preferably in academic institutions, government organizations, or large corporate environments.
3. Experience in **handling institutional correspondence with international universities, government agencies, or industry organizations** will be an advantage.

Desirable Skills and Competencies

4. Excellent command over written and spoken English with the ability to draft high-quality professional correspondence.
5. Proficiency in modern office productivity tools and collaborative platforms (Microsoft Office, Teams, Zoom, Google Meet, etc.).
6. Strong organizational ability with attention to detail and time management.
7. Ability to maintain strict confidentiality and professional integrity.
8. Capability to work efficiently under pressure in a fast-paced institutional environment.

Place of Posting: RGIPT, Jais, Amethi (UP)

Contract Period: Initially for **one year**, extendable annually up to a maximum of **five years**, subject to satisfactory performance and institutional requirements.

Pay: Consolidated Pay of ₹ 80,000/- per month (for deserving candidate higher salary may be offer).

Age Limit: Preferably not exceeding 45 years as on the last date of application. Relaxation may be considered for exceptionally qualified candidates

How to Apply

9. Applications must be submitted through the online portal available at www.rgipt.ac.in.

10. **Last date for submission of application: Wednesday, 15 April 2026.**

Important Information / Conditions

1. The Institute reserves the right to:

- a) Withdraw the advertised post at any time without assigning any reason.
- b) Reject any or all applications without assigning any reason.
- c) Not fill any or all posts advertised.

2. The engagement is purely temporary and does not confer any right for permanent appointment at RGIPT.

3. Mode of Selection:

- a) Shortlisted candidates may be invited for **interview, skill assessment, or presentation**, as deemed appropriate by the Institute.
- b) Final selection will be based on merit, relevant experience, and performance.

4. Mere possession of minimum qualifications does not entitle a candidate to be called for interview.

5. Qualifications, experience, and age shall be considered as on the last date of submission of application.

6. Candidates appearing for interview must produce original certificates and relevant experience documents.

7. Leave: As per Institute rules applicable for contractual employees.

8. No TA/DA shall be paid for attending the interview/selection process.

9. In case of any false information or suppression of facts, the candidature/engagement shall be terminated immediately.

10. Police verification and background check shall be conducted for the selected candidate.

11. RGIPT is an **equal opportunity employer** and encourages applications from qualified candidates regardless of gender, caste, or background.