



# **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/Jais/NTS/Contract/04/2026**

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, Institute is having two other campuses, namely- RGIPT Sivasagar Campus and RGIPT Bengaluru Campus.

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

<b>RGIPT Jais Campus</b>				
<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Nature of Post</b>	<b>No. of Posts</b>	<b>Max. Age</b>
1	Superintendent (Audit)	Contractual	2	35
2	Technician (Fitter)	Contractual	2	35

## **ELIGIBILITY CRITERIA**

### **Post No. 1: Superintendent (Audit)**

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

- Masters' degree in Commerce / Finance/ Accounts with at least 55% marks and 3 years' relevant experience **OR**
- Bachelors' degree in Commerce/Finance/ Accounts with at least 55% marks with 5 years' relevant experience.

#### **Experience must be in:**

Government Departments / Autonomous Bodies / PSUs / Reputed Institutions in **Audit / Accounts / Finance**

#### **Desirable Skills and Competencies**

- Sound knowledge of:
  - General Financial Rules 2017
  - Government accounting procedures and audit practices
- Proficiency in:
  - MS Excel (data analysis, financial scrutiny)
  - Office noting & drafting
- Familiarity with:
  - Procurement processes
  - Contract management
  - Budgeting and expenditure control

### **Job Responsibilities**

- Conducting and supervising internal audit and compliance checks
- Scrutiny of:
  - Procurement proposals, tenders, and contracts
  - Financial approvals and sanction orders
- Ensuring compliance with:
  - Financial rules
  - Institutional procedures
- Preparation and vetting of:
  - Audit observations
  - Inspection reports
- Coordination with:
  - Finance, Stores, and administrative sections
- Monitoring compliance of audit paras and follow-up actions
- Assisting in handling external audit (CAG/statutory audit) matters

**Salary:** Rs. 50,000.00 per month consolidated.

### **Post No. 2: Technician (Fitter)**

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

- a. ITI Certificate in Fitter Trade from a recognized Industrial Training Institute
- b. Minimum 5 years of hands-on experience in fitting, assembly, maintenance and mechanical workshop operations.

#### **Job Responsibilities (Central Mechanical Workshop)**

- a. Fitting and assembly of mechanical components, machines and structures.
- b. To perform measurements, cutting, grinding, drilling, tapping and fitting operations.
- c. Operation of lathe machine and basic machining work.
- d. Reading and interpreting technical drawings and assembly layouts.
- e. Maintenance, repair and alignment of mechanical tools and workshop equipment.
- f. Assisting in workshop-related work for research projects, laboratory setups and institute maintenance.
- g. Providing support to faculty members, researches and students in workshop-related work.
- h. Any other duties assigned by the competent authority.

**Salary:** Rs. 40,000.00 per month consolidated.

## IMPORTANT INFORMATION / CONDITIONS / INSTRUCTIONS

1. **Place of Posting:** Selected candidate will be placed at RGIPT Jais, Amethi.
2. **Nature of Appointment:** Contractual appointment, initially for one year, extendable based on performance and institutional requirements.
3. The crucial date for determination of eligibility shall be the last date prescribed for the receipt of **ONLINE** applications.
4. No interim inquiries/correspondence of any sort will be entertained on the matter.
5. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/ experience laid down for the post.
6. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for a **Skill Test/Personal Interview**.
7. All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.
8. Candidates with higher qualifications will be given preference.
9. Qualifications/ Experiences / Age, etc. as on the last date of submission of applications will only be taken into consideration.
10. No TA/DA will be paid for appearing in Skill Test/Personal Interview for any posts.

### 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). Click on the link "**Apply Online**". Please keep your personal details, qualification details, details of references, experience details, other relevant details, and soft copy of the passport size photograph ready with you, before starting the Online Application.
2. 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.
3. Please note that admission to 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.

4. 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.
5. 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 Interview will be made available only by e-mail.
6. 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.
7. 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.
8. Canvassing in any form shall lead to cancellation of candidature.
9. 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.
10. 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 (RGIPT) 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.
11. Start date of application submission is **07.05.2026**
12. Last date of application submission is **31.05.2026 11:59 PM**