



**Advertisement for Recruitment of
Personal Secretary to the Director (On Contract)**
(at RGIPT Jais Campus)

Advertisement No.: RGIPT/NTS/PSD/2026/06

Date: 04th September 2026

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.

1. Core Role

The Personal Secretary to the Director shall provide dedicated executive and secretarial support to the Director and assist in the efficient management of the Director's Office through scheduling, correspondence, documentation, meeting coordination, preparation of briefs and presentations, maintenance of records, monitoring of action points and follow-up of matters entrusted by the Director. The incumbent shall also facilitate communication and coordination between the Director's Office and various internal and external stakeholders, while maintaining strict confidentiality.

2. Key Responsibilities

1. Management of the Director's calendar, appointments, meetings, visits and official engagements.
2. Preparation, processing and follow-up of official correspondence, notes, briefs, presentations, minutes and other documents for consideration of the Director.
3. Coordination of meetings, including preparation of agendas, circulation of relevant material, coordination with participants, recording of proceedings/minutes and tracking of action points.
4. Maintaining systematic records of important matters, decisions, deadlines and follow-up status and bringing pending/time-bound matters to the attention of the Director.
5. Facilitating coordination with academic departments, administrative units, faculty, staff and other internal stakeholders on matters assigned by the Director.



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6. Facilitating liaison and communication with Government organisations, PSUs, industry, academic and research institutions, corporate representatives and other external stakeholders, as directed by the Director.
7. Assisting in the preparation and review of proposals, reports, action-taken reports and institutional briefs requiring the attention of the Director.
8. Assisting the Director's Office in coordination and follow-up relating to administrative, HR, legal/regulatory and institutional matters, without independently exercising any statutory, financial, disciplinary, recruitment or other delegated powers unless specifically authorised by the Competent Authority.
9. Handling confidential and sensitive institutional, personnel, financial, strategic and other information with due discretion and in accordance with applicable rules and instructions.
10. Performing other executive, secretarial, documentation and coordination duties as may be assigned by the Director from time to time.

3. Eligibility Criteria

Essential Qualifications:

- Bachelor's Degree with minimum 60% marks or equivalent grade from a recognised University/Institute.
- **Minimum 5 years of relevant experience** in secretarial/executive assistance, office management, general/academic administration, or related functions, preferably in supporting a senior executive, Director/Head of an organisation, senior Government functionary, PSU executive, or equivalent position. **Candidates possessing a Ph.D. degree in a relevant discipline may be considered for relaxation in the prescribed experience requirement, as per the decision of the Competent Authority, subject to suitability for the position.**
- Proficiency in computer applications and office automation, with demonstrated ability in drafting, documentation and correspondence.

Desirable Skills and Competencies

1. Excellent written and verbal communication skills, with strong English drafting and correspondence capability.
2. Proficiency in MS Office and digital office systems, including Word, Excel, PowerPoint, email and electronic document management.
3. Ability to prepare concise briefs, notes, minutes, presentations and official communications.
4. Strong organisational, coordination, time-management and follow-up skills.



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5. Ability to interact professionally with senior officials, faculty, staff, Government representatives, industry and other stakeholders.
 6. Integrity, discretion, confidentiality, professional attitude, maturity and the ability to build effective working relationships.
 7. Ability to work independently, handle multiple time-bound assignments and maintain accuracy under pressure.
4. **Place of Posting:** RGIPT Jais Campus
 5. **Maximum Age Limit:** 40 years as on 30-09-2026.
 6. **Contract Period:** Initially for **one year**, extendable annually, subject to satisfactory performance and institutional requirements.
 7. **Remuneration:** Contractual Remuneration with reference to Level 7 of the 7th CPC and other applicable allowances as per Institute's rules. The Cell No. of the Level 7 will be decided on the basis of the experience.

The reference to Level 7 shall be treated only as the basis for determining contractual remuneration and admissible components and shall not be construed as creation of a regular post at Level 7 or conferment of the status, service benefits or other entitlements applicable to regular employees of the Institute.

8. **Age Limit:** Preferably not exceeding 40 years as on the last date of application.

9. Reporting, Accountability and Confidentiality

The incumbent shall report directly to the Director and shall work in coordination with the concerned officers/units of the Institute for matters assigned by the Director.

The incumbent shall maintain strict confidentiality in respect of institutional, personnel, financial, legal, strategic and other sensitive information accessed in the course of official duties and shall comply with applicable confidentiality, conduct, conflict-of-interest, information-security and other institutional requirements.

The position shall be primarily facilitative and coordinative in nature. The Personal Secretary shall not exercise statutory, financial, disciplinary, recruitment or other delegated powers of the Institute unless specifically authorised by the Competent Authority.

10. How to Apply

Interested and eligible candidates are required to **apply online through the RGIPT Recruitment Portal** available at:

<https://rgiptnt.samarth.edu.in/index.php/site/login>



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Candidates are advised to **carefully read the detailed advertisement and eligibility requirements** before submitting their application.

Applicants are required to complete the online application form and upload the following documents through the portal:

- Completed online application form.
- Updated Curriculum Vitae (CV).
- Self-attested supporting documents/certificates.
- Any additional documents or information relevant to the candidature.

Applications must be submitted **online through the prescribed portal on or before the specified deadline**. Applications received after the prescribed deadline or submitted through any other mode shall not be considered.

Candidates are advised to **retain a copy of the submitted application form and uploaded documents** for future reference.

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 RGPT.

3. Selection Process

The selection process may comprise screening of applications based on the prescribed eligibility criteria, followed, as considered appropriate by the Competent Authority, by a written and/or practical assessment and personal interview. The assessment may include drafting of an official communication/note, preparation of a brief or minutes, proficiency in office applications, comprehension, and coordination and organisational abilities, as relevant to the duties and responsibilities of the post.

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.



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6. Candidates appearing for interview must produce original certificates and relevant experience document.
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.
12. The final decision regarding selection and appointment shall rest with the Competent Authority.

Last Date for Submission of Online Application: 30th September 2026