



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

Advt. No.: RGIPT/NTS/01/2026

Application Start Date: 01.10.2026

Last Date of Application: 31.10.2026

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, campus:

Sl. No.	Name of the Post	Unreserved	Pay Level	Upper Age Limit (Years)
1	Registrar	1	L-14	57
2	Finance Officer - Audit, Taxation & Financial Compliance	1	L-14	57
	Total	2		

Advertisement Details:

Annexure - 1	Eligibility Criteria, experience and job responsibilities for the posts
Annexure - 2	General terms & conditions for engagement at RGIPT
Annexure - 3	Important information/conditions/instructions
Annexure - 4	Selection Process
Annexure - 5	How to Apply

ELIGIBILITY CRITERIA, EXPERIENCE AND JOB RESPONSIBILITIES FOR THE POSTS

Post No. 1: Registrar

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 - Audit, Taxation & Financial Compliance

Essential Qualification & Experience:

- **Chartered Accountant (CA)** from the Institute of Chartered Accountants of India (ICAI).
- Valid ICAI membership with a **minimum of 15 years of post-qualification experience; however, relaxation can be given for exceptional candidates as approved by the Competent Authority.**
- **Experience** in finance, accounts, audit, taxation, or financial compliance.
- Strong working knowledge of:
 - Income Tax Act and related compliance
 - GST laws and GST returns
 - TDS/TCS provisions

- Statutory and internal audit
- Government/institutional accounting and financial procedures
- Financial statements and annual accounts
- Budget preparation, monitoring and financial control
- Audit observations and compliance/rectification
- Procurement and financial rules, including GFR, wherever applicable
- PFMS/other government financial systems, if applicable
- CSR and externally funded project accounting

Desirable Experience

Preference may be given to candidates having experience in one or more of the following:

1. **Central/State Government institutions, IITs, IIMs, IISERS, NITs, universities, autonomous institutions, PSUs or similar organisations.**
2. Handling **statutory audit, internal audit and CAG-related audit/compliance matters.**
3. Managing **GST, Income Tax, TDS, assessments, notices and departmental correspondence.**
4. Preparation and finalization of **annual accounts and financial statements.**
5. Handling **sponsored research projects, consultancy projects, CSR funds and externally funded projects.**
6. Financial management of institutions with multiple campuses/projects and substantial capital expenditure.
7. Experience with **ERP/accounting software, e-office, PFMS and digital financial systems.**

Job Responsibilities

- a. **Statutory Audit:** Coordination with statutory auditors, preparation of schedules, audit replies and closure of audit observations
- b. **Internal Audit:** Establish internal financial controls, review transactions and identify financial irregularities.
- c. **Tax Compliance:** GST, TDS, Income Tax, tax returns, assessments, notices and reconciliations
- d. **Financial Statements:** Preparation/review of annual accounts, balance sheet, income & expenditure account, cash flow and schedules
- e. **Budget & Finance:** Annual budget, budget monitoring, expenditure analysis and financial forecasting
- f. **Compliance:** GFR, institutional financial regulations, delegation of financial powers and other applicable statutory requirements
- g. **Audit Observations:** Tracking and timely settlement of statutory, internal and other audit observations
- h. **Projects:** Financial management of MoPNG/Gol, CSR, sponsored research and consultancy funds.
- i. **Procurement:** Financial scrutiny of tenders, contracts, bills, advances, PBGs and related payments
- j. **MIS:** Monthly/quarterly financial reports for Director, Finance Committee and Board of Governors
- k. **Controls:** Strengthening systems for payment, revenue, assets, inventory, advances and bank reconciliation
- l. **Tax Planning:** Ensuring timely statutory filings and reducing risk of interest, penalties and non-compliance.

GENERAL TERMS & CONDITIONS FOR ENGAGEMENT AT RGIPT

- 1. The posts of Registrar and Finance Officer are to be filled by direct recruitment, failing which by deputation.**
2. In case of candidate selected on Direct Recruitment basis, he/she shall be on a probation period of one year from the date of joining the post.
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/ State Level Autonomous Educational Institutions/ PSUs/ PSEs will only be considered. Experience of 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 only. 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 primarily be posted at RGIPT, Jais Campus. However, the job incumbent may be transferred/ required to serve at 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 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 Presentation 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. The candidates recommended for presentation and /or interview for the post will be reimbursed the travel fare up to Economic Class Airfare/ AC-I Tier 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 at RGIPT.
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- 14	General & OBC	Rs. 1000.00
		SC/ST/Female & Divyang	Rs. 500.00

ANNEXURE-4**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.
2. The candidate(s) shall be assessed by a duly constituted committee in the manner as mentioned hereunder:

For Pay Level	Type of Test	Maximum Marks	Maximum Time Allocated	Marks Distribution
14	Presentation & Interview	100	Presentation- 10 Minutes Interview- Time limit Not applicable	Presentation – 50 Marks Interview- 50 Marks

HOW TO APPLY

1. Interested applicants may apply **ONLINE** in the prescribed application format available at 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 Presentation/ 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. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website- www.rgipt.ac.in at Recruitment Section. The candidates are advised to check the Institute's website on regular basis.
6. 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.
7. 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. A format for furnishing a notarized affidavit will be sent along with the Call Letter for the interview.
8. 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.
9. 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.
10. Canvassing in any form shall lead to cancellation of candidature.
11. **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.**
12. No person shall be recruited unless he/she is in a 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 Chief Medical Officer as specified by the Institute.
13. Candidates shall give the name of two referees. One of the referees should be from the organization where the candidate is presently working.
14. 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 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.

LAST DATE OF APPLICATION SUBMISSION: 31.10.2026.