



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT), RAE BARELI

(An Institute of National Importance Established under an Act of Parliament)

Advt. No.: RGIPT/RBL/NAS/01/2014

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Rae Bareilly has been set up by Ministry of Petroleum & Natural Gas, Government of India through an Act of Parliament. It has been accorded the status of an 'Institute of National Importance' along the lines of IITs. The prime objectives of the institute are to provide world class education, training and research to roll out efficient human resources to meet the growing requirements of the Petroleum & Energy sectors of India. RGIPT is currently operating its academic activities from Rae Bareilly (Main Campus). RGIPT, Rae Bareilly invites applications from eligible and highly experienced candidates for appointment on contract/deputation basis, for the following posts at serial No.1 to 9. The appointment shall initially be on contract for a term of 5 years. Thereafter, it may be regularized or renewal on similar terms or terminated. The age of superannuation for Registrar is 62 years and for the posts from serial No.2 to 9 is 60 years.

S. No.	Name of the posts	No. of vacancies					Pay Band	Grade Pay
		SC	ST	OBC	UR	Total		
1	Registrar	-	-	-	1	1	37400-67000	10000
2	Deputy Librarian	-	-	-	1	1	15600-39100	8000/-
3	Assistant Registrar (Audit & Accounts)	-	-	-	2	2	15600-39100	5400/-
4	Assistant Registrar	1	-	-	-	1	15600-39100	5400/-
5	Assistant Hostel Manager	-	-	-	1	1	9300-34800	4600/-
6	Assistant Engineer (Electrical)	-	-	-	1	1	9300-34800	4600/-
7	Junior Assistant (System)		-	-	1	1	5200-20200	2400/-
8	Junior Assistant	1	-	1	2	4	5200-20200	2000/-
9	Junior Library & Information Assistant	-	-	1		1	5200-20200	2000/-

DETAILED EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Post: Registrar (UR)

Maximum Age: 55 years as on closing date

Qualifications & Experience:

- (a) A post graduate degree in any discipline from a recognized University with at least 55% of the marks or its equivalent grade and
- (b) 15 years of administrative experience of which 8 years (5 years in PB-3 with Grade Pay of Rs. 7,600/- and 3 years in PB-4 with Grade Pay of Rs. 8,700/-) should be as Deputy Registrar or an equivalent post **OR** comparable experience in research establishments and other institutions of higher education **OR** at least 15 years of experience as Assistant Professor/Reader of which 8 years should be in Assistant Professor's (PB-3 Rs. 15,600-39,100 with Academic Grade Pay of Rs. 8,000/-) with experience in educational administration.

Desirable:

- (a) A Ph. D. degree in any discipline or a degree in Management
- (b) An ability to supervise computerized administration with innovative approach, HRD experience and experience in Finance Management.
- (c) Considerable experience in educational administration, financial and personnel management with a capacity to lead administration in a residential Institution and knowledge of local conditions. Officers of Central Services will be given preference.

Accommodation: Unfurnished accommodation as available on the campus shall be provided. Staying on campus is compulsory.

Job Description:

- (a) The candidate shall be responsible for administration of various wings of RGIPT. The Registrar is expected to be a person with a positive attitude with capacity for problem solution. He/she should have a proven ability to coordinate and lead a team of officers from various wings, viz. Administration, Academic, Finance, Materials Management, Security, Legal matters, etc. of a large academic and R&D Institution. The Registrar is the custodian of records, the common seal and funds of the Institute and is the ex-officio Secretary to the Board of Governors, the Senate and other statutory committees. He/she will also be an important component for all the activities regarding the development of new campus.

2. Deputy Librarian (UR)

Maximum Age: 50 years as on closing date

Deputy Librarian: (i) Master's degree in Library Science/Information science/Documentation with at least 55% of the marks or its equivalent grade and a consistently good academic record.

(ii) Five years experience as an Assistant university librarian/College Librarian or equivalent.

(iii) Evidence of innovative library services, published work and professional commitment computerization of library.

Desirable Qualification:

M. Phil/ Ph. D degree in library Science/information Science/Documentation/Archives and manuscript-keeping, computerization of library. Any specialized course in computer application & networking. Experience in computer Aided Management of the library system.

3. Post: Assistant Registrar (Audit & Accounts) (UR)

Maximum age: 45 years as on closing date

Essential Qualification & Experience:

- (a) A Post Graduate degree in Commerce with 55 % marks or CA/ICWA/ MBA (Finance) equivalent grade of 'B' in UGC 7 point scale along with good academic record from high school onwards.
- (b) Minimum 5 years experience in any one or more areas of Auditing, Accounting, and Financial Procedures and out of which 2 years experience should be in area of Finance & Accounts/ Audit at supervisory level in any renowned government educational institutions/Public Sector Undertakings, etc. Excellent knowledge of Accounts and Audit related computing tools is must. In case of a qualified CA, candidate must have minimum 3 years experience in above areas.
- (c) Candidates should have sound knowledge of Accounting/Audit Rules & Financial Rules applicable to Autonomous Bodies of Government of India.

Desirable:

- (a) Capable to handle all aspects of finance, liaise with banks and financial institutions, budgeting, MIS, internal audits, able to handle a team of junior accountants, highly computer literate. Candidates should have ample knowledge of Tally Accounting software.
- (b) Incumbent should have experience in preparation of Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans in Autonomous bodies/Central Govt.
- (c) The candidates should have experience of preparing Annual Accounts for being presented to the Accountant General for regular audit. The person will also be responsible for cash-book Maintenance of Institute, transactions and Bank Reconciliation of Institute Accounts.

Job description:

- (a) Management of institute's internal auditing
- (b) Liaison with external audit and internal units of RGIPIT
- (c) Auditing all high value transaction before passing of bill
- (d) Supplier payment commitments
- (e) Pay fixation and Pension fixation vetting
- (f) Answering the queries raised by external audit

4. Post: Assistant Registrar- Academic (SC)

Maximum age: 45 years as on closing date

Qualification & Experience:

- (a) A Post graduate degree with at least 55 % marks or its equivalent grade of 'B' in UGC 7 point scale along with good academic record from High school and onwards
- (b) Minimum 05 years of experience in one or more of the following areas. Academics, Administrative matters including Legal, Labor Relations & Laws, Recruitment, Establishment, Estate Management of which, at least, 02 years should be in a Supervisory/ Superintendent capacity in Group "B" in a Government, Semi. Government, Financial/ Commercial organization, reputed recognized department or University/ Technological Institution of national standing etc. or Educational or Research Institute
- (c) Should have effective communication skills in English (written, spoken), computer application abilities.

Desirable:

- (a) To help in facilitating, initiating and coordinating the academic work of the Institute, particularly the teaching and assessment of students
- (b) To help in maintenance of grades and academic records of all students, both past and present
- (c) To help in providing administrative support to the Senate, this is the highest academic body of the Institute
- (d) To help in assisting the administrative matters

5. Post: Assistant Hostel Manager (UR)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- (a) Bachelor's degree in any subject with 55% marks or Master degree from any recognized university and good academic record from High School onwards.
- (b) 5 years experience in Hostel administration/hospitality in any renowned Government of India institutes/Government organization/PSUs, etc. Good knowledge of English and Hindi computing tools.

Desirable

- (a) Knowledge of HR and independently handle office management activities

Job descriptions:

- (a) Management of UG and PG hostels along with Guest House
- (b) Managing housekeeping services in hostel and guest house premises
- (c) Ensuring proper discipline in the hostel, play grounds and mess areas
- (d) Management of medical amenities for students
- (e) Ensuring smooth functioning of transportation and maintenance of institute's buses

6. Post: Assistant Engineer (Electrical) (UR)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- (a) First Class B.E. /B. Tech. degree in Electrical Engineering with 60% marks from any recognized university/institute
- (b) 3 years relevant experience to manage the electrical works in any renowned government educational institutions/Public Sector Undertakings, etc.

Desirable Qualification:

- (a) Experience in electrical wiring for large buildings, distribution of power on O.H. lines, underground cables, HT Lines and LT lines, Erection and maintenance of Sub-station Equipments, Maintenance of Diesel Generators with panel, Online UPS, Servo Stabilizer and proper knowledge of earthing & electrical safety tools in large Industry or similar educational complex.
- (b) Preference shall be given to the candidates who have worked as Junior Engineer and have excellent computer proficiency.
- (c) Proficiency in preparing planning, estimation, approval notes and tendering preparation as per CPWD manual.

7. Post: Junior Assistant- System (UR)

Maximum age: 32 years as on closing date

Essential qualification & Experience:

- (a) Bachelor's degree in any subject with 55% marks or Master degree from any recognized University/institute.
- (b) Diploma in computer application from a recognized institute
- (c) Certificate in MSCE, CCNA and CCC
- (d) 3 years experience with any renowned University/institute/Government organizations in managing the large IT infrastructure
- (e) Knowledge of installation and up gradation of software/hardware maintenance etc. especially applicable to an educational institute

8. Post: Junior Assistant (General-2, OBC-1 & SC-1)

Maximum age: 32 years as on closing date

Essential Qualification & Experience:

- (a) Bachelor's Degree in any discipline with 55% marks or Master's degree from any recognized university or institute
- (b) Diploma in Computer Application from any recognized institute
- (c) Knowledge of English and Hindi typing tools
- (d) 1 year relevant experience in office environment with excellent computer skills.

Desirable qualification:

- (e) Experience in secretarial practices and drafting routine letters in English & Hindi
- (f) Familiarity with e-mail and general internet surfing operations

9. Post: Junior Library & Information Assistant (OBC)

Maximum age: 32 years as on closing date

Essential qualification & experience:

- (a) Bachelor's degree any subject with 55% marks from any recognized university
- (b) Certificate in Library Science from any recognized university or institution
- (c) Diploma in Computer Application from any recognized institute
- (d) 1 year experience in library with any renowned university or institute

Desirable qualification:

- (a) Bachelor's Degree in Library Science from any recognized university or institution

GENERAL INSTRUCTIONS

- (a) The institute reserves right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
- (b) The Institute reserves right to give relaxation in age, educational qualification and experience in the case meritorious candidates.
- (c) Relaxation in age and percentage of marks to SC/ST/OBC/PH/Ex-Serviceman/Departmental candidates/Govt. Servants shall be as per Government of India norms.
- (d) The institute reserves the right to rectify any discrepancy in the grade pay, pay band etc., if found later on.
- (e) Not all the positions are likely to be filled in the first instance. In some cases, if a senior position is filled, the junior position may not be filled in or vice versa.
- (f) All educational degrees should be from Government institutions or those approved by competent government bodies, such as AICTE, UGC etc. as applicable. These approvals must be in place when the degree was awarded as well as when the application is made for a job at Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli.

- (g) The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- (h) Canvassing in any form or on behalf of a candidate will be a disqualification.
- (i) If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to removal from service, be that be at any stage.
- (j) These posts are not transferable between RGIPT Rae Bareli and Assam Centers.
- (k) Application Fee: Rs. 200/- for General and OBC candidates. SC/ST/Women categories are exempted for payment of fees. The fee shall be paid through DD issued in the favour of "RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY" payable at RAE BARELI.
- (l) Maximum age and total years of experience shall be reckoned on the last date of application submission i.e. 15-07-2014.
- (m) For appointments, preference will be given to Physically Handicapped candidate(s), even where the reservation is not marked and suitable PH candidates are available.
- (n) Candidates belonging to reserved category are required to attach caste certificate in the format as prescribed by the Govt. of India. The Institute follows the Central list in the case of SC/ST & OBC.
- (o) If a candidate applies for more than one post, he/she will have to fill separate application form and pay the fee accordingly.
- (p) All candidates who fulfill the eligibility criteria must apply in prescribed format available on institute website. Application Form may be downloaded from institute website- www.rgipt.ac.in under Recruitment Section.
- (q) Filled application with Fee and testimonials shall be reached to the office of Registrar by 15-07-2014 by Registered Post/Speed Post. Application should be superscribed with "**Advt. No.:** RGIPT/RBL/NAS/01/2014" and "Application for the Post of -----"
- (r) Candidates serving in Government organization / Public Sector Undertakings/ Autonomous bodies must apply 'through Proper Channel'. However, they may send an advance copy of their application form before the last date of submission of application form. They will be required to produce 'No Objection Certificate' at the time of interview and failing to this candidate shall not be allowed to appear in the selection process of prescribed post and also travel expenses will not be reimbursed.
- (s) Those candidates who apply for appointment on deputation terms should submit the application along with attested copies of their ACR of preceding five years or as applicable.
- (t) Applications received after the last date or without Fee and required documents shall be summarily rejected.
- (u) Application form complete in all respect should be sent by Speed Post/Registered Post on following address:
- The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli – 229316 (UP)
- (v) **Last date of application submission is 15-07-2014**