



Rajiv Gandhi Institute of Petroleum Technology
(An Institute of National Importance under an Act of Parliament)
NOIDA (UP)

Advt. No. Noida/NAS-01/2013

The Institute is looking for suitable Indian Nationals for the following non-teaching jobs as described at Sl. No. 1 & 2 for Noida Campus. The appointment shall initially be on contract for a term of 5 years. Thereafter, it may be regularized, renewed on similar term(s) or terminated. The age of superannuation for all posts is 60 years.

There is also a Project related vacancy as mentioned at Serial No. 3 for which the Institute is looking for suitable Indian Nationals for appointment on purely temporary basis which will be initially for a period of one year and on satisfactory performance may be extended upto 3 years. The renewal of services beyond 3 years will be considered on the Institute's need.

Sl.No.	Name of the post(s)	No. of vacancies					Pay Bands	Grade Pay
		SC	ST	OBC	UR	Total		
1.	Assistant Registrar	-	-	-	1	1	15600-39100	5400/-
2.	Accounts Officer	-	-	-	1	1	9300-34800	4600/-
<u>Project Vacancies – Jais, Dist.-Amethi</u>								
3	Deputy Project Manager (Electrical)	-	-	-	1	1	Rs. 60,000/- (Consolidated)	

THE LAST DATE FOR RECEIPT OF APPLICATION: 25th DECEMBER 2013

PLEASE "DOWNLOAD" THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT.

The essential qualification, experience desirable for the above post(s) is as under:

Post 1. Assistant Registrar

Upper Age Limit is 35 years as on 01.12.2013.

Essential: A Post Graduate degree with minimum of 60% marks/equivalent grade, in any discipline of Management from a reputed institute and having minimum 5 years post qualification working experience in academic and scholastic activities.

Desirable: Candidates should have high interpersonal skills, excellent oral and written communication skill in English and in MS Windows applications. Preference will be given to candidate having experience in organizing Management Development Programme at National Level/reputed Management Institutes.

Post No 2. ACCOUNTS OFFICER

Upper Age Limit is 35 years as on 01.12.2013.

Essential: Post Graduate degree in Commerce or MBA (Finance) from a recognized University/Institute with minimum 60% marks/equivalent grade and having a minimum 5 years of relevant post-qualification experience in dealing with Accounts/ Audit. Knowledge of current version of Tally software and MS Windows is essential.

Desirable: Preference will be given to ICAI/ ICWA qualified candidates who have relevant working experience in an Autonomous Body/ Govt./ Semi-Govt./ PSUs/ and reputed National level institutes.

POST 3. DEPUTY PROJECT MANAGER (ELECTRICAL)

Upper Age Limit is 45 years as on 01.12.2013.

Bachelor's degree in Electrical Engineering from an Institute of repute (Affiliated to AICTE/UGC) with minimum 5 years of post-qualification experience in construction and maintenance of large Institutional campus / Residential townships / Commercial complex.

The candidate should be well conversant the followings:

- a) Sub Station equipment including Transformers, Motors and Switchgears.
- b) Power distribution system.
- c) HT/LT Lines.
- d) Buildings electrification.
- e) DG Sets, Pumps.
- f) Lift / Escalators.
- g) AC Plant.
- h) UPS / Street lights.
- i) Fire protection system.
- j) Experience in working in CPWD procedures and knowledge of computer application.

Important Information/conditions/ instructions

- a) Application Form complete in all respect, with the '**POST APPLIED FOR _____**' clearly super-scribed on the Envelope, should reach at the following address by registered post latest by **25th December 2013**

**To:-
Rajiv Gandhi Institute of Petroleum Technology
OIDB BHAWAN
2nd Floor, Tower C,
Plot No. 2,
Sector - 73
NOIDA (UP), Pin : 201301.**

- b) Candidates belonging to Reserved Category are required to attach caste certificate in format as prescribed by the Govt. of India. The institute follows the Central list in the case of SC/ST & OBC.
- c) The Institute reserves the 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 Advertisement in whole or in part without assigning reason and its decision in this regards shall be final.
- d) The Institute reserves the right to rectify any discrepancy in the grade pay, pay band, etc., if found later on.
- e) All educational degrees have to be from Government institutions or those approved by competent Government authorized 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. Approval reference should be mentioned.
- f) The Institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- g) If a candidate applies for more than one post, he/she will **have to fill separate application form for each of the applied post.**
- h) Candidates serving in Government/University/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. The serving candidates will be required to produce '**No Objection Certificate**' at the time of their interview.
- i) Canvassing in any form or on behalf of a candidate will be a disqualification.
- j) Relaxation in age to candidates belonging to reserved category posts will be as per the rules of Govt. of India.
- k) If any Declaration given or 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.
- l) Applications received after the last date or with incomplete information will be summarily rejected.

Application Form

To:
Rajiv Gandhi Institute of Petroleum Technology
OIDB BHAWAN
2nd Floor, Tower C,
Plot No. 2, Sector -73
NOIDA (UP), Pin : 201301

*Paste your recent
photograph here*

Advt. No. Noida/NAS-01/2013

(Please fill in your own handwriting, Use extra sheets if necessary)

Application No:
(To be filled by Office)

Post Applied for:

Sl. No. (As per Advertisement) **Post Name**

1. Name:
(Capitals) (Mr. / Ms.) (First) (Middle) (Surname)

2. Father's / Husband's Name : _____

3. Marital Status: **Category:** _____ (attach caste certificate as applicable)

4. Nationality: _____ **5. Date of Birth (DD\MM\YYYY):**

6. Age (Years) as on 1-12-2012 YRS

7. Address for Communication:

PIN: _____

8. Essential to fill

Phone (with STD Code):
Mobile No:
E-mail:

7. Educational Qualifications (from High School onwards)

(Please attach attested copies of certificate and mark sheets):

Year of passing	Examination Passed	Board/ University	Division / Percent marks.	

8. Relevant Job Experience (Please attach proof of experience):

Date of		Designation	Name of Employer	Brief Description of Duties/ Responsibilities (Use extra sheet if neccy)
Joining	Leaving			

9. Present Gross Pay with Scale of pay (if any): Rs _____ (Scale _____).

10. Referees (2 Nos):

Name :	Name :
Designation:	Designation:
Address :	Address :
Email :	Email :
Phone No :	Phone No :
Fax :	Fax :

DECLARATION

I, _____, hereby declare that all the details submitted above are true to the best of my knowledge and belief.

Date:
Place:

(Signature of Applicant)

Enclosures (Please list the documents attached):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.