



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

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

Advt. No.: RGPT/RBL/NAS/04/2015

Rajiv Gandhi Institute of Petroleum Technology (RGPT), Rae Bareli 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. RGPT is currently operating its academic activities from Rae Bareli (Main Campus). RGPT, Rae Bareli invites applications from eligible and highly experienced candidates for appointment on contract/deputation basis for below mentioned positions. The appointment shall initially be on contract for a term of 5 years. Thereafter, it may be regularized or renewed on similar terms or terminated. The age of superannuation for Registrar is 62 years and for the posts from serial No.2 to 6 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	Deputy Registrar (Finance)	-	-	-	1	1	15600-39100	7600/-
4	Assistant Registrar	1	-	-	-	1	15600-39100	5400/-
5	Jr. Superintendent (Accounts)	-	-	-	1	1	9300-34800	4200/-
6	Junior Assistant	-	-	-	1	1	5200-20200	2000/-

DETAILED EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Post: Registrar (UR)

Maximum Age: 55 years as on closing date

Essential Qualifications & Experience:

- (a) A post graduate degree in any discipline from a recognized University with a minimum 55% 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 in centrally funded Universities / Research Institutes / Institutions of Higher and Technical Education/Autonomous Bodies.

Desirable Qualification:

- (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.

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 will be 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. Post- Deputy Librarian (UR)

Maximum Age: 50 years as on closing date

Essential Qualification & Experience:

- (a) Master's degree in Library Science/Information science/Documentation with minimum 55% marks or its equivalent grade and a consistently good academic record
- (b) Five years experience as an Assistant university librarian/College Librarian or equivalent
- (c) Evidence of innovative library services, published work and professional commitment computerization of library.

Desirable Qualification:

- (a) 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.

Job Description:

- (a) To assist the Librarian in planning of academic and professional work in the Library
- (b) To contribute to the educational functions of the RGIPT by providing bibliographic guidance in the area of the specialization
- (c) To plan book acquisition programme in the area of specialization
- (d) To work out exchange and gift arrangements with institutions in India and abroad
- (e) To develop documentation programme in the concerned areas
- (f) To develop programmes of library management for improving efficiency of the library

3. Post- Deputy Registrar (Finance) (UR)

Maximum age: 50 years as on closing date

Essential Qualification & Experience:

- (a) A Post Graduate degree in Commerce with a minimum 55 % marks or having equivalent grade of 'B' in UGC 7 point scale or qualified CA/ ICWA along with good academic record from high school onwards
- (b) Minimum 10 years experience in any one or more areas of Accounting, Auditing, and having working experience of General Financial Rules (GFR). Out of this, 7 years experience in the GP of Rs. 5400/- or higher in any centrally funded educational institutions/Institutions of Higher and Technical Education or Central Public Sector Undertakings.
- (c) In case of a qualified CA/ ICWA, candidate must have minimum 8 years experience in above areas.
- (d) Candidates should essentially have sound knowledge of all Financial Rules applicable to Central Autonomous Bodies.

Desirable Qualification:

- (a) Knowledge of the Central Government Rules related to Finance and Accounts specifically FR & SR, GFR and Audit of Accounts.
- (b) Experience in handling all aspects of finance, liaison with banks and financial institutions, budgeting, MIS, internal audits, able to handle a team of junior accountants.
- (c) Incumbent should have experience in preparation of Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans in Central Autonomous bodies/Central Government Establishments.
- (d) Candidates should be highly computer literate and have knowledge of Tally ERP Accounting software.

Job Description:

- (a) Supervising preparation of quarterly Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans.
- (b) Fund Management, Investments and Project Payments.
- (c) Coordination of Government Audit and Internal Audit.
- (d) Formulation and implementation of financial policies and procedures.
- (e) Advising and participating in activities where financial inputs/decisions are required viz Project Agreements/ Contracts/Procurements, etc.
- (f) Processing of monthly pay rolls.
- (g) Maintaining and reconciling grants and endowments funds.
- (h) Prepare monthly financial statements of accounts.
- (i) Ensure regular Statutory Payments and Returns.
- (j) Coordination with Central/State Government Agencies.

4. Post: Assistant Registrar (SC)

Maximum age: 45 years as on closing date

Essential Qualification & Experience:

- (a) A Post graduate degree with a minimum 55 % marks or its equivalent grade of 'B' in UGC 7 point scale along with good academic record from High school onwards
- (b) Minimum 08 years of experience in any one or more areas of Academics, University Administrative matters of which, at least, 03 years should be in a Supervisory/ Superintendent capacity in a reputed recognized University/ Technological Institution of national standing etc. or a Research Institute

Job Description:

- (a) To facilitate, initiate and coordinate the academic work of the Institute, particularly the teaching and assessment of students
- (b) Maintenance of grades and academic records of students.
- (c) Providing administrative support to the Senate.
- (d) Assisting office of Registrar in administrative matters

5. Post: Junior Superintendent (Accounts) (UR)

Maximum age: 40 years as on closing date

Essential Qualification & Experience:

- (a) A Graduate degree in Commerce (B.Com) with a minimum 55 % marks or Post Graduate Degree in Commerce (M.Com) along with good academic record.
- (b) Minimum 05 years experience in any one or more areas of Accounting, Financial Procedures, in any Government/Private reputed University/Technological Institution of national standing or any private organization.
- (c) Candidates should have a sound knowledge of Central Rules relating to Accounts/Audit, Service Conditions, Treasury and Financial Rules.

6. Post: Junior Assistant (UR)

Maximum age: 32 years as on closing date

Essential Qualification & Experience:

- (a) Bachelor's Degree in any discipline with a minimum 50% marks or Master's degree from any recognized university or institute
- (b) 1 year relevant experience in office environment with excellent computer skills.

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.
- (a) The Institute reserves right to give relaxation in age, educational qualification and experience in the case meritorious candidates.
- (b) 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.
- (c) The institute reserves the right to rectify any discrepancy in the grade pay, pay band etc., if found later on.
- (d) 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.
- (e) 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.
- (f) The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- (g) Canvassing in any form or on behalf of a candidate will be a disqualification.
- (h) 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.
- (i) These posts are not transferable between RGIPT Rae Bareli and Assam Centers.
- (j) **Application Fee: Rs. 200/-** for General and OBC candidates. SC/ST/PH/Women candidates 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**.
- (k) Maximum age and total years of experience shall be reckoned on the last date of application submission i.e. 03-06-2015.
- (l) For appointments, preference will be given to Physically Handicapped candidate(s), even where the reservation is not marked and suitable PH candidates are available.
- (m) 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.

- (n) If a candidate applies for more than one post, he/she will have to fill separate application form and pay the fee accordingly.
- (o) 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.
- (p) Filled application with Fee and testimonials shall be reached to the office of Registrar by 03-06-2015 by Registered Post/Speed Post. Application should be superscribed with “**Advt. No.:** RGIPT/RBL/NAS/04/2015” and “Application for the Post of -----”
- (q) 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.
- (r) 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.
- (s) Applications received after the last date or without Fee and required documents shall be summarily rejected.
- (t) Application form complete in all respect should be sent by Speed Post/Registered Post/by Courier on following address:
- The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli – 229316 (UP)
- (u) **Last date of application submission: 03-06-2015**



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Ratapur Chowk, Rae Bareli- 229316, UP

APPLICATION FORM

(Application shall be filled in own handwriting, Use extra sheets if necessary)

Application No
(For Office Use Only)

Advt. No.: RGIPT/RBL/NAS/04/2015

To
The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli - 229316 (UP)

Affix a recent passport size photograph duly attested by the candidate

Details of Application Fee:

Demand Draft No.	Date	Name of Bank	Amount(Rs.)

Post applied for:

S. No. (As per advertisement) Post Name

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

2. Marital Status: Married / Single

3. Do you belong to SC/ST/OBC Category? (If yes, please specify. If not, write 'Unreserved'): _____

4. Whether claiming reservation under SC/ST/OBC Category: _____
(if yes, please attach caste certificate as applicable)

5. Father's/ Husband's Name _____

6. Nationality: _____ 7. Date of Birth (DD\MM\YYYY):

8. Address for Communication:

Mobile No :-----

E-mail :-----



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9. Have you ever been convicted by court of law or there any criminal case/disciplinary action/ vigilance enquiry pending against you? If yes, please specify_____

10. Educational/Professional Qualifications (from Class X onwards)

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

Year	Examination Passed	Full-time/Part-time/Distance Learning	Board/ University	Division/ %

11. Details of employment in reverse chronological order:

(Please attach proof of experience, attach extra sheet if required):

Period of Employment		Period of each employment in year/ month	Designation	Name and address of Employer	Scale of Pay and Basic pay/ Gross Pay	Brief Description of Duties/ Responsibilities
From	To					



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12. Referees:

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:

(Signature of applicant)

Place:

List of enclosures (Please list the documents attached):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.