



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

Advt. No. Noida/NAS-01/2012

The Institute is looking for suitable Indian Nationals for appointment, for the following non-teaching jobs at our Noida Office. 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.

The upper age limit for all the posts is upto 40 years as on 1st December 2012.

[Staff recently retired from Central Government/reputed Academic Institutions (up to age of 62 years as on 1.11.2012) may be considered on Contract basis and they can serve up to 65 years only]

Sl.No.	Name of the post(s)	No. of vacancies					Pay Bands	Grade Pay
		SC	ST	OBC	UR	Total		
1.	Accounts Officer	-	-	1	-	1	9300-34800	4600/-
2.	Junior Admin. Officer	1	-	-	1	2	9300-34800	4200/-
3.	Private Secretary	-	-	1	1	2	9300-34800	4200/-
4.	Junior Accountant				1	1	5200-20200	2400/-

THE LAST DATE FOR RECEIPT OF APPLICATION: 15 JAN 2013

PLEASE "DOWNLOAD" THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT.

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

Post No 1. ACCOUNTS OFFICER

Essential: CA/ICWA/MBA(Finance) with 1 year experience **OR** M.Com with 1st Division having at least 3 years experience **OR** Bachelor Degree in Commerce with 4 years experience, in dealing with accounts in organization of repute, preferably in Central Govt sector/ Autonomous Bodies. Candidates should have ample knowledge of Tally Accounting software.

Desirable:

Incumbent should have experience in preparation of Balance sheet, Income & Expenditure accounts, formulating investment plans in Autonomous bodies/ Central Govt. Preference will be given to CA/ICWA/MBA (Finance) candidates.

Total emoluments in the minimum of pay will be approx Rs. 40,000/- p.m.

Post No 2. JUNIOR ADMIN OFFICER

Essential: Bachelor's Degree with 4 years of working experience and proficiency in Office computer applications, having good communication and writing skills of English language.

Desirable:

Incumbent should have knowledge of establishment and administration. Preference will be given to candidates having experience in independently handling back-office management and public relation in an Academic Institution/Autonomous body of repute and proficiency in MS Office applications.

Total emoluments in the minimum of pay will be approx Rs. 33000/-- p.m.

Post 3. PRIVATE SECRETARY

Essential: Bachelor's Degree with at least 4 years of working experience and knowing Stenography with minimum speed of 80 w.p.m. Candidate should be proficient in MS Office applications and English language.

Desirable:

Incumbent should able to independently, handle Govt. correspondence, maintenance of diary, files, appointments, minutes etc. Preference will be given to candidates having experience of a PA in an Academic Institution/ Autonomous body of repute.

Total emoluments in the minimum of pay will be approx Rs. 33000/-- p.m.

Post 4. Junior Accountant

Essential: Bachelor's Degree in Commerce with at least 2 years of working experience in dealing with accounts in organization of repute, preferably in Central Govt sector/ Autonomous Bodies. Candidate has to be proficient in Tally ERP 9 accounting software and posses comprehensive knowledge in respect of all the software's applications especially in TDS, and Payroll, PF etc.

Desirable:

Candidate should be proficient in MS Office applications.

Total emoluments in the minimum of pay will be approx Rs.26000/- p.m.

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 **20th January 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) For appointments, preference will be given to Physically Handicapped candidate(s), even where the reservation is not marked and suitable PH candidate are available.
- h) If a candidate applies for more than one post, he/she will **have to fill separate application form for each of the applied post.**
- i) 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.
- j) Canvassing in any form or on behalf of a candidate will be a disqualification.
- k) Relaxation in age to candidates belonging to reserved category posts will be as per the rules of Govt. of India.
- l) 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.
- m) 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-01/2012

(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: Married / Single **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