

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institute of National importance under an Act of Parliament)
Jais, Amethi- 229304, Uttar Pradesh, **Website:** www.rgip.ac.in

Advt. No.: RGIPT/RBL/NAS/02/2017

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) has been established through an Act of Parliament. It has been accorded the status of being an 'Institute of National Importance' along the lines of IITs. Institute is currently offering programmes at Undergraduate, Postgraduate and Doctoral levels from Jais, Dist- Amethi campus. RGIPT invites **ONLINE** applications from Indian Nationals for appointment to following positions on permanent basis:

S. No.	Name of the posts	No. of vacancies					Pay Band	Grade Pay
		UR	OBC	SC	ST	PwD		
1	Registrar	1	-	-	-	-	37400-67000	Rs. 10,000/-
2	Assistant Registrar (Accounts)	-	1	-	-	1*	15600-39100	Rs. 5400/-
3	Jr. Assistant	-	-	-	-	2**	5200-20200	Rs. 2000/-

* PwD - OH/Acid Attack Victim

**1-PwD- OH & 1-PwD-HH

Abbreviation: UR- Unreserved; PwD- Persons with Disability; OH- Orthopedically Handicapped/ Loco motor disability; HH- Hearing Handicapped/Impairment

All the above positions are permanent. The age of superannuation for the post of Registrar is 62 years and for other positions 60 years.

METHOD OF SELECTION & OTHER CRITERIA

S. No.	Positions	Selection Methods	Maximum Age on closing date *	Age relaxation for Reserved Category**
1	Registrar	Presentation followed by Interview	56 years	NA
2	Assistant Registrar (Accounts)	Written Test and/or Personal Interview	45 years	OBC- 3 years PwD UR: 10 years PwD OBC: 13 years PwD SC/ST: 15 years
3	Jr. Assistant	Written Test followed by Skill Test	32 years	PwD UR: 10 years PwD OBC: 13 years PwD SC/ST: 15 years

** Age relaxation to the applicants of PwD categories is subject to the conditions that maximum age of the applicant on the crucial date shall not exceed 56 years.

Last date of ONLINE application submission: 15-12-2017

QUALIFICATION AND EXPERIENCE DETAILS

1. Post: Registrar (01- UR)

Pay Scale: Pay Band-4: 37400-67000 with Grade Pay of Rs. 10,000/- (Pre-revised) plus DA and other allowances at Central Government rates as applicable for the Institute from time to time. Registrar will be required to stay in the campus and will be provided license fee free accommodation.

Essential Qualification and Experience:

- a. A Master's Degree with at least 55% marks in aggregate or its equivalent.
- b. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs. 7600/- and above, **OR**
- c. Comparable experience in research establishments and/or other institutions of higher education or research, **OR**
- d. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above, or 8 years of service as Associate/Assistant Professor in the AGP of Rs. 8000/- or above with adequate experience in academic administration.

Desirable Qualification:

- Experience in personnel management, human relations, industrial relations, campus management and other aspects of administration, preferably in a large educational / R & D institutions
- Good knowledge of Government rules and regulations on all matters viz. establishment, works, procurement, general financial rules etc.
- A Ph. D degree and/or a degree in Law/ Management
- All round ability to coordinate and lead a team of officers with a variety of expertise

Job Responsibilities

By definition, Registrar is the custodian of the Institute Seal and Estate. Registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the Institute. Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the Institute. Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all-important functions/activities of the Institute.

2. Assistant Registrar (Accounts)

Essential Qualification and Experience:

- a. Post Graduate Degree in any discipline with minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University/Institute.
- b. Minimum 8 years experience in any one or more areas in Finance and Audit, of which at least 3 years at Superintendent level in the PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4600/- **OR** 5 years experience at Jr. Superintendent level in GP of Rs. 4200/-. Candidate should have experience in computerized accounting system and Tally Accounting Software.

OR

Holding analogous regular position with comparable experience in Central Government Organization/ Central Autonomous bodies / Educational Institution or any Centrally Funded Institutions of higher education.

Desirable:

- a. Candidates with professional qualification such as CA/ICWAI and/or MBA- Finance shall be given preference.
- b. Candidate should have knowledge of the Central Government Rules related to Finance and Accounts including GFR and Audit with work experience in computerized accounting system, auditing, budgeting, management of funds, bank reconciliation, payroll-management and Closing of Accounts.

3. Junior Assistant

Essential Qualification & Experience:

- (a) Bachelor's Degree in any discipline with a minimum 50% marks or Post Graduate degree from recognized University/ Institute
- (b) Diploma in Computer Application (DCA) from any recognized institute with excellent knowledge of Hindi and English typing in MS Office
- (c) 1-year relevant experience in reputed office environment in noting, drafting, etc

IMPORTANT INFORMATION/CONDITIONS/ INSTRUCTIONS:

1. The Institute reserves the right to (a) Withdraw advertised post under any category at any time without assigning any reason. (b) Reject any or all the applications without assigning any reasons thereof. (c) Not to fill any or all posts advertised. (d) Offer the post at a level, lower than that advertised, depending upon the qualifications, experience and performance of the candidate. (e) Offer higher pay to deserving / meritorious candidates. (f) Permit relaxation in age, qualification and experience in exceptional cases of meritorious and outstanding candidates. (g) Rectify any discrepancy in the grade pay, pay band etc., if found later on.
2. The above posts are as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport as per Government of India rules.
3. Accommodation to staff shall be provided within the campus depending on the availability of quarter.
4. The posts are covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, Children Education etc. as per the Government / Institute norms.

5. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.
6. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test and/or Personal Interview. The Institute will constitute a Screening- cum-Short listing-Committee which will screen all the applications received in response to an advertisement and if found not convenient or possible 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 and experience etc.
7. Candidates with higher qualifications will be given preference.
8. Qualifications/ Experiences / Age, etc as on last date of submission of applications will only be taken into considerations.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Candidate 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 when the degree was awarded as well as when the application is made for a job at the Rajiv Gandhi Institute of Petroleum Technology.
11. Outstation candidates called for interview for the post of Registrar will be reimbursed (to and fro) single second-class rail fare/Economy class air fare. While candidates called for the post of Assistant Registrar will be reimbursed (to and fro) single second-class rail fare/ ordinary bus fare by the shortest route to the place of interview from the Railway station/Bus Stand nearest to the candidate's normal place of residence, as per rules.

Special Conditions for PwD candidates

12. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation) Act, 1995.
13. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their Disability.

Reservation & Relaxation

14. Reservation and relaxation for SC/ST/OBC (non-creamy layer) & Ex-servicemen candidate will be as per Government of India Guidelines.
15. Candidates seeking benefit of reservation and relaxation shall submit caste certificate in Prescribed Format issued by Competent Authority.

Application Fee

16. The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards. In addition to application fee, the banks will also charge transaction fee + GST.

Post	Category	Application Fee
Registrar	General & OBC	Rs. 1000.00
Assistant Registrar	OBC	Rs. 750.00
Assistant Registrar	PwD	Nil
Junior Assistant	PwD	Nil

Important Notes:

- Candidates belonging to SC/ST, Female, PwD and Acid Attack Victim need not to pay Application Fee. They Can Register and apply Online directly with Registration Number and Date of Birth.
- Candidates belonging to UR/OBC Male are required to make Fee payment after Registration Process and can Apply Online after availability of Fee ID (DU number), Registration Number and Date of Birth. The Fee ID will be available after 24 hours of successful payment.
- Candidates need to select the **Payment Category** from the available drop down list in registration form at the time of registration.
- Last date of fee payment: **14-12-2017**.

17. The fee once paid shall not be refunded or re-adjusted under any circumstances.

18. SC/ ST, Ladies and Persons with Disabilities are not required to submit the application fees.

How to apply

19. Last date for submitting online application is December 15, 2017. There is no need to submit hard copy of the application at this stage.
20. Interested applicants may apply **ONLINE** in the prescribed application format available at www.rgipt.ac.in. Click on the link "Apply Online" available below this advertisement and apply for the post. Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desk top before starting online application.
21. Candidates applying for the post of Registrar shall furnish Integrity Certificate and Vigilance Clearance Certificate at the time of Interview stating that there is no any legal/disciplinary case pending against applicant, and that should be sent in confidential cover, addressed to the Director- RGIPT by the concerned Employer, failing which the candidature, will not be considered for Interview.

22. Candidates serving in Government/ Autonomous Body/ Public Sector Undertakings will be required to produce 'No Objection Certificate 'at the time of their interview, failing which he/she shall not be interviewed and travel expenses will not be reimbursed.
23. The applicant must bring all certificates / testimonials / documents in support of qualifications and experience as mentioned in Application Form at the time of interview.
24. The Institute shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / 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.
25. Canvassing in any form shall lead to cancellation of candidature.
26. If any declaration 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.
27. Last date of application submission is **15-12-2017**.