



# Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institute of National importance under an Act of Parliament)

Jais, Amethi- 229304, Uttar Pradesh, **Website:** www.rgipt.ac.in

**Advt. No.:** RGIPT/RBL/NAS/01/2016

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) 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 being an 'Institute of National Importance' along the lines of IITs. Institute offers programmes at Undergraduate, Postgraduate and Doctoral levels from Jais, Dist- Amethi campus. RGIPT invites application from Indian Nationals for appointment to following positions **on regular/ contract/ deputation basis** to strengthen our Administrative and Technical team:

S. No.	Name of the posts	No. of vacancies					Pay Band	Grade Pay
		SC	ST	OBC	UR	Total		
1	Deputy Registrar	1			1	2	15600-39100	7600/-
2	Medical Officer		1			1	15600-39100	5400/-
3	Law Officer			1		1	15600-39100	5400/-
4	Assistant Engineer (Electrical)	-	-	-	1	1	9300-34800	4600/-
5	Assistant Engineer (Civil)	-	-	-	1	1	9300-34800	4600/-
6	Assistant Security Officer	-	-	1	-	1	9300-34800	4600/-
7	Junior Engineer (HVAC)	1	-	-	-	1	9300-34800	4200/-

The appointment to above posts shall initially be on contract for a period of 5 years and thereafter, either it may be regularized/renewed on similar terms or terminated. The ages of superannuation for all the above positions are 60 years.

## ELIGIBILITY CRITERIA:

**1. Post:** Deputy Registrar (Admin)      **Category:** General-1, SC-1      **Upper age:** 45 years

## Essential Qualification and Experience:

**Essential Qualification:** Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale, along with (a) 5 years of administrative experience as Assistant Registrar or a post having its grade pay of Rs. 5400/- in the Pay Band-3 or pre-revised equivalent pay scale **OR** (b) Nine years of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration **OR** (c) Comparable experience in a research establishment and/or other institutions of higher education.

**Desirable Qualification:** Candidates should have leadership qualities and requisite experience in following areas: Administrative matters including legal, recruitment, establishment, OR Academic matters, maintenance of student records etc. Master's Degree in Management or Law. Knowledge of Computer aided management



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**6. Post:** Assistant Security Officer (OBC- 01)    **Age:** 40 years    **Pay Scale:** PB-2 GP: Rs. 4600/-

**Essential Qualification:** Bachelor degree in any subject with 55% marks or Master degree from any government recognized university/ Institute with 5 years experience in the armed or civil forces in the PB-1, (Rs. 5200-20200) with Grade Pay Rs. 2800/- with hands on experience in security, surveillance, handling firearms, fire fighting and matters pertaining to civic/ staff unrest. Candidate should hold a Valid Driving License to ride Jeep / Motor Cycle.

**Desirable Qualification:** (a) A retired/released/ in service Senior Non Commissioned Officer/ Junior Commissioned Officer of Army/ Navy/ Air Force (b) Persons with familiarity with computers, experience in educational or large organizations and with good interpersonal skills will be preferred (c) Should have sound health and active habits.

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**7. Post:** Junior Engineer (HVAC) (SC- 01)    **Age:** 35 years    **Pay Scale:** PB-2 GP: Rs. 4200/-

**Essential Qualification:** First Class Bachelor degree in Electrical/Mechanical Engineering with 2 years experience or First class Diploma in Electrical/Mechanical Engineering with 5 years experience in operation and maintenance of Chiller Plant, AHU, FCU, Ductable Split Unit, Variable Refrigerant Volumes Units, Air washer and Ventilations system of building/warehouses

**Desirable Qualification:** (a) Experience in installation, operation and maintenance of chiller plant above 100 TR capacities will be preferred (b) Working experience in Institutes like IITs/IISER/ IISc/ NITs and other similar Institutions shall be an added advantage.

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**IMPORTANT INFORMATION/CONDITIONS/ INSTRUCTIONS:**

The posts are not transferable between RGIPT Rae Bareli and Assam Centers.

- a) The institute reserves right to place a reasonable limit on the total number of candidates to be called for Written Test or Interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for Written 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, qualification and experience in exceptional cases of meritorious and outstanding candidates.
- c) Relaxation in age to SC/ST/OBC/PH/Ex-Serviceman/Departmental candidate/ Govt. Servants will 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) 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 candidates are available.
- h) All educational degrees have to be 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 Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli. Approval reference details should be mentioned.
- i) 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.
- j) If a Candidate applies for more than one post, he/she will have to fill separate application form for each of the applied posts.
- k) 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. They will be required to produce **‘No Objection Certificate’** at the time of their interview failing which they will not be interviewed and travel expenses will not be reimbursed. Those who apply for appointment on deputation terms should submit the application along with attested copies of their confidential reports for the preceding three years.
- l) Applications received after the last date or with incomplete information or without the prescribed application fee will be summarily rejected. However, the institute reserves the right to extend the closing date for receipt of applications.
- m) Canvassing in any form or on behalf of a candidate will be a disqualification.
- n) 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.
- o) General and OBC: Rs. 200/- through Demand Draft, drawn in favour of **‘Rajiv Gandhi Institute of Petroleum Technology’** and payable at **Rae Bareli**, Uttar Pradesh. SC/ST and Persons with Disabilities are not required to pay the application fees.
- (i) The fee once paid will not be refunded or re-adjusted under any circumstances.
- (ii) SC/ ST/Female/PWD are not required to submit the application fees.
- p) The envelope, containing complete application in all respect, should be super scribed as ‘Application for Post of: ----- and must be sent on following address registered post/speed post/ courier by **16-12-2016**.

The Registrar,  
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)  
Bahadurpur, Mukhetia More,  
Post: Harbanshganj,  
Amethi- 229304, Uttar Pradesh

**(Application Form)**

To,  
The Director  
Rajiv Gandhi Institute of Petroleum Technology  
Ratapur Chowk,  
Rae Bareli - 229316 (U.P.)

*Affix a recent  
passport size  
photograph duly  
attested by the  
candidate*

**Advertisement No.: RGIPT/RBL/NAS/01/2016**  
*(Please fill in your own handwriting, Use extra sheets if necessary)*

**Application No:**  
*(To be filled by Office)*

**Details of Application Fee:**

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

**Applied for:**

Sl. 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, pls. 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:

PIN: _____

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

9. Have you ever been convicted by court of law or Is 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):

Examination Passed	Year of passing	Full-time/Part-time/Distance Learning/Others	Board/ University	Division (%)

11. Details of employment in reverse chronological order:

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

Period of Employment		Total 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					

12. Referees:

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

13. Details of family members (please indicate who are presently dependent upon you):

Relation	Name & Age	Dependent	Current Occupation (Working/Studyin g/Others)	Suffering from any disease?	Give details if you or any of your dependents suffering from any of the following ailments: (a) Hypertension (b) Diabetes (c) Heart disease (d)STD/ISD, (e)AIDS (f)Infectious Skin Disease (g)Renal Disorder (h)Thalassaemia or (i) Br. Asthma?
Self		Self		Yes/No	Smoking ( Yes/ No )  Other ailments(Pls. specify):
Father		Yes/No		Yes/No	
Mother		Yes/No		Yes/No	
Wife		Yes/No		Yes/No	
Son(s)		Yes/No		Yes/No	
Daughter(s)		Yes/No		Yes/No	
Others		Yes/No		Yes/No	

**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):