



Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance Established Under an Act of Parliament)

Jais, Amethi- 229304, Uttar Pradesh

Website: www.rgipt.ac.in

Advt. No.: RGIPT/Jais/NTS/Contract/05/2026

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) has been established through an Act of Parliament in 2008 under the aegis of Ministry of Petroleum & Natural Gas, Government of India. It has been accorded the eminence of being an “Institution of National Importance”. RGIPT is co-promoted as an energy domain specific institute by six leading Oil PSUs in association with the Oil Industry Development Board (OIDB). The main campus of the Institute is situated at Jais, Amethi, U.P. Besides this, Institute is having two other campuses, namely- RGIPT Sivasagar Campus and RGIPT Bengaluru Campus.

The Institute invites **ONLINE APPLICATIONS** from the eligible candidates (Indian Nationals) for appointment to the following contractual posts of Non-Teaching Cadre for Jais campus:

RGIPT Jais Campus			
Sl. No.	Name of the Post	No. of Posts	Max. Age
1	Assistant Executive Engineer (Civil) For Jais Campus	1	45
2	Assistant Engineer (Civil) For Sivasagar & Bengaluru Campus	02	35

ELIGIBILITY CRITERIA

Post No. 1: Assistant Executive Engineer (Civil)

Essential Qualification and Experience:

1. First Class B.E./ B. Tech in Civil Engineering with minimum 10 year of experience in construction related activities, out of which 3 years of experience in high rise building.

Job Responsibilities:

1. Five years relevant experience working with CPWD norms and practice in the area of Planning, Estimating, Development of specifications, Preparation and submission of complete tender package, Quality Control and monitoring of works, Verification of the contractor Bills, Hand on experience in AutoCAD and exposure to sustainable engineering practices in campus infrastructure. Also, he will responsible for monitoring of maintenance works of the Institute.
2. Floating of the tenders on GeM/ CPP Portal and Institute Websites by following the GFR and Purchase Manuals of Ministry of Finance.

3. Materializing of tenders, Coordination for miscellaneous purchases and processing of bills, as per the GFR and Purchase Manuals.
4. Good communication skills to work in a professional environment.

Duration

Initially the post is for the period of the 2 years, which can be further extended for a period of 1 years, with an increment of 3%

Salary: Rs. 90,000.00 per month consolidated.

Post No. 2: Assistant Engineer (Civil)

Essential Qualification and Experience:

1. First Class B.E./B. Tech in Civil Engineering with minimum 5 years of experience in construction related activities, out of which 3 years of experience in high rise building

OR

First Class Diploma in Civil Engineering with minimum 8 years of experience in construction related activities, out of which 5 years of experience in high rise building.

2. Execution and supervision of the construction works, as per the CPWD works Manuals.
3. Working knowledge of day to day civil maintenance/repair works.
4. Working knowledge of CAD and other civil engineering software.

Job Responsibilities

- Monitoring the ongoing construction works, as well as maintenance works of the institute.
- Preparation of the basic drawings and layouts, preparation of the estimated based upon the CPWD DSR and floating of the tenders on GeM/CPP Portal and Institute websites by following the GFR and purchase Manuals of Ministry of Finance.
- Materializing of tenders, Coordination for miscellaneous purchase and processing of bills, as per the GFR and Purchase Manuals.
- Inventory managements of Civil and Electrical items, as per the need and requirement.
- Preparation of the MIS Reports, approvals/proposal notes, as per the need and requirement.
- Proper record keeping of the documents, drawings and registers.

Duration

Initially the post is for the period of the 2 years, which can be further extended for a period of 1 years, with an increment of 3%

Salary: Rs. 50,000.00 per month consolidated.

IMPORTANT INFORMATION / CONDITIONS / INSTRUCTIONS

1. **Nature of Appointment:** Contractual appointment, initially for two years, extendable based on performance and institutional requirements.
2. The crucial date for determination of eligibility shall be the last date prescribed for the receipt of **ONLINE** applications.
3. No interim inquiries/correspondence of any sort will be entertained on the matter.
4. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/ experience laid down for the post.

5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for a **Skill Test/Personal Interview**.
6. All qualifications obtained by the candidates should be from any recognized University/Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.
7. Candidates with higher qualifications will be given preference.
8. Qualifications/ Experiences / Age, etc. as on the last date of submission of applications will only be taken into consideration.
9. No TA/DA will be paid for appearing in Skill Test/Personal Interview for any posts.

HOW TO APPLY:

1. Interested applicants may apply **ONLINE** in the prescribed application format available at www.rgipt.ac.in. Click on the link “**Apply Online**”. Please keep your personal details, qualification details, details of references, experience details, other relevant details, and soft copy of the passport size photograph ready with you, before starting the Online Application.
2. The candidate shall produce self-attested copies of all the certificates (educational/caste/ experience) along with originals for verification at the time of Skill Test/ Interview or as and when asked to do so.
3. Please note that admission to Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.
4. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute’s website- www.rgipt.ac.in at Recruitment Section. The candidates are advised to check the Institute’s website on regular basis.
5. Call letters to short-listed candidates and any further information will be sent by email only. No other mode of communication will be adopted, so before filling in the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of Interview will be made available only by e-mail.
6. The applicant must bring all certificates/testimonials/documents in support of qualifications and experience as mentioned in the Application Form at the time of the interview.
7. The Institute shall verify the antecedents or documents submitted by the candidate at any time during the tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent /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.
8. Canvassing in any form shall lead to cancellation of candidature.

9. If any declaration is 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.
10. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology (RGIPT) in all matters relating to eligibility, acceptance or rejection of applications, mode of selection/interview will be final, and no query or correspondence will be entertained in this connection.
11. Last date of application submission is **31.05.2026 11:59 PM**