



Rajiv Gandhi Institute of Petroleum Technology (RGPT)

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

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

Advt. No.: RGPT/JAIS/NAS/01/2017

The Ministry of Petroleum & Natural Gas (Government of India) has set up The Rajiv Gandhi Institute of Petroleum Technology (RGPT) at Jais, Dist. Amethi, (Uttar Pradesh) through an Act of Parliament ("Rajiv Gandhi Institute of Petroleum Technology Act - 2007"). RGPT has been accorded the eminence of being an "Institute of National Importance" along the lines of the Indian Institutes of Technology (IIT). RGPT is co-promoted as an energy domain-specific institute by six leading Oil PSUs in association with the Oil Industry Development Board (OIDB). The prime objective of the Institute is to provide world class education, training, and research to roll out efficient human resources to meet the growing requirements of the Petroleum & Energy sector. RGPT's academic campus with residential facilities is set up at Jais (Amethi, UP).

Applications on the Prescribed Form are invited from the eligible candidates for appointment to the posts at RGPT. The applications should reach the Institute or on before March 10, 2017.

S. No.	Name of the posts	No. of vacancies					Pay Band	Grade Pay
		SC	ST	OBC	UR	Total		
1	Finance Officer	-	-	-	1	1	37400-67000	10000 *
2	Assistant Registrar (Audit)	-	-	1	-	1	15600-39100	5400/- *
3	Assistant Registrar (Accounts)	-	-	1	-	1	15600-39100	5400/- *

****(plus applicable allowances. The above scale is under revision according to the recommendations of the 7th Pay Commission)***

Post No. 1 - Permanent. Age of Superannuation is 62 years.

Post No. 2 & 3 - - On contract for a period of 5 years and thereafter may be regularized/renewed on similar terms/terminated. Age of Superannuation is 60 years.

ELIGIBILITY CRITERIA

Post No.1 : Finance Officer

Upper age limit : 56 years as on last date fixed for submission of applications.

a) Job Responsibility:

Subject to the overall control of the Act and the Statutes of RGIPT, the Finance Officer (FO) shall inter-alia exercise general supervision over the funds of RGIPT (including its other academic Centers), perform such other financial functions as may be assigned to him by the Director, Finance Committee and/or Board of Governors or as may be specified by the Ordinances. He will develop investment strategies and supervise all financial statutory compliances. The FO will administer payroll, cash management operations of the Institute and will be responsible for the preparation of the Annual Accounts of the Institute including the Balance Sheet and will co-ordinate with all External and Internal Audits. He will carry out financial evaluations of proposals and will advise the Director in all financial matters of the Institute. The FO will also be responsible to provide all the financial information as sought by the Ministry.

b) Essential Qualification and Experience:

Master's Degree with at least 55% marks in aggregate or its equivalent grade of 'B' in the UGC seven point scale in any discipline.

Experience: (i) 15 years of experience in financial administration in centrally funded research establishments or institutes of higher education of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above

OR

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, in financial administration in similar organizations/institutions mentioned above.

OR

Holding analogous regular position, with comparable experience of leading finance and accounts department in reputed Central Govt. Organization/Central PSU/or other centrally funded institutions of higher education.

Desirable Experience:

- i) Independent fiscal administration (In-charge) of any centrally funded institution for 5 years or above, supervising fund management, investment, budgeting, preparing the Annual Accounts and coordinating both Government Audits and Internal Audit.
- ii) Implementation of finance processes and policies in any centrally funded institution.
- iii) Accounting of capital projects > Rs.200 Cr.
- iv) Competence in all forms of Communication with computer proficiency.

Post No. 2 : Assistant Registrar (Audit)

Upper age limit: Below 45 years, as on last date fixed for submission of applications

a) Job Responsibility:

Will assist the institute accomplish its objectives by evaluating and objectively reviewing the efficacy of existing controls, statutory compliance and governance process. Will act as a Management tool to provide independent, objective assurance and make recommendations how to improve the internal controls in all areas of operation of the institute.

Essential Qualification and Experience:

Master's Degree with at least 55% marks in aggregate or its equivalent grade of 'B' in the UGC seven point scale in any discipline.

Experience : Minimum 8 years experience in one or more of the following areas: Accounting, Auditing, working knowledge of Financial and Administrative matters including Establishment, Academic matters, Estate, Materials Management & Import procedures of which at least 3 years in a Supervisory/Superintendent capacity in the PB-2 (Rs.9300-34800) with a Grade Pay of Rs. 4600/-

OR

Holding analogous regular position, with comparable experience in Central Govt. Organization/Central PSU/or other centrally funded institutions of higher education.

Desirable Experience:

a) Candidates should have leadership qualities and working experience in Auditing, Financial and Administrative procedures any centrally funded institution.

b) Candidate should have effective communication skills and computer proficiency.

Post No.3 : Assistant Registrar (Accounts)

Upper age limit : Below 45 years, as on last date fixed for submission of applications

a) Job Responsibility:

Shall be inter-alia responsible for processing payments and monitoring income & expenditure, ensure that all the organization's finances are precise and up to date. Will provide reliable and pertinent information for organizing and allocating funds, Bank Reconciliation, ensure all statutory compliance, compilation of Annual Accounts and will control capital and revenue expenditures of the institute improving transparency and accountability.

Essential Qualification and Experience:

Master's Degree with at least 55% marks in aggregate or its equivalent grade of 'B' in the UGC seven point scale in any discipline.

Experience : Minimum 8 years experience in areas of Finance and Accounting, working knowledge in Govt. financial procedures, materials management & Import processes of which at least 3 years in a Supervisory/Superintendent capacity in the PB-2 (Rs.9300-34800) with a Grade Pay of Rs. 4600/-. Applicant should be proficient in **Tally** accounting software.

OR

Holding analogous regular position, with comparable experience in Central Govt. Organization/Central PSU/or other centrally funded institutions of higher education.

Desirable Experience:

- a) Adequate experience in accounting, finance and auditing at supervisory level in centrally funded academic institution or Government Organization. Professionally qualified candidates like CA /ICWA and/or MBA in Finance will be given preference.
- b) Candidate should have effective communication skills and proficiency of working in TALLY software.

IMPORTANT INFORMATION/CONDITIONS/ INSTRUCTIONS:

- a) **Application Fees :** General and OBC: Rs. 200/- through Demand Draft, drawn in favour of '**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **Rae Bareilly**,. The fee once paid will not be refunded or re-adjusted under any circumstances.

(ii) SC/ ST/Female/PWD are exempted from application fees.

Applications should be submitted only in the prescribed format enclosed.

b) The envelope, containing complete application in all respect in the enclosed format, should be super-scribed as '**Application for Post of: -----**' and must be sent on following address by Registered Post/Speed Post/ Courier so that it is received on or before March 10, 2017

**The Registrar,
Rajiv Gandhi Institute of Petroleum Technology
Bahadurpur, Mukhetia More,
Post: Harbanshganj, (Near Jais Railway Station)
Amethi - 229304, Uttar Pradesh.**

- c) All the employees of the institute will be governed by the National Pension Scheme.
- d) Incomplete applications without the self attested copies of experience and Educational Qualifications and without the Application-Fee will be rejected.
- e) If a Candidate wishes to apply for more than one post, he/she will have to fill separate application form for each of the applied posts.
- f) 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.
- g) The institute reserves the right not to fill up the posts, cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- h) The Institute reserves the right to give relaxation in age and experience for deserving candidates.

- i) Relaxation in age to SC/ST/OBC/PH/Ex-Serviceman/Departmental candidate/ Govt. Servants will be as per Government of India Norms
- j) The institute reserves the right to rectify any discrepancy in the basic pay, grade pay, pay band etc., if found later on.
- k) All educational degrees have to be from Government recognized institutions or those approved by competent government authorized bodies, 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 RGIPT.
- l) 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.
- m) Candidates serving in Government/Central 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.
- n) 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.
- o) Canvassing in any form or on behalf of a candidate will be a disqualification. 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 at any time.
- p) Name of two referees with whom applicant has worked before has to be provided.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGPT)

To:
The Director,
Rajiv Gandhi Institute of Petroleum Technology
Bahadurpur, Mukhetia More, Post: Harbanshganj,
Amethi - 229304, Uttar Pradesh

FOR OFFICE USE ONLY

SERIAL NO.

APPLICATION FORM FOR NON-TEACHING POSTS *(Please fill in your own handwriting, Use extra sheets if necessary)*

Name of the Post applied

Advt. No.....Dated.....

DEMAND DRAFT ENCLOSED			
Name of the Bank	DD Number	Date	Amount

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

A. General Information: (ALL IN BLOCK LETTERS)

1. **Name in Full**.....
2. **Father's Name**.....
3. **Husband's Name** (in case of married Women).....
4. **Date of Birth:** DayMonth.....Year.....
(As recorded in the Matriculation or equivalent certificate) – Attach attested copy of Matriculation Certificate.)
5. **Age** (as on the last date fixed for the receipt of application)years.....months.
6. **Nationality**

7. **Marital Status:** Married ☐ Unmarried ☐

8. **Gender:** Male ☐ Female ☐

Do you belong to any reserved category?: Yes ☐ No ☐

If yes, specify the category (SC/ST/OBC)

9. Whether Handicapped? : Yes ☐ No ☐

If yes, indicate whether Physically/Visually/ any other.....

10. Address for Correspondence

.....PINCODE.....

(Both Mandatory) Email IDMobile No +91

B. Educational Qualifications (Please attach attested copies of marksheet & Degree) :

Exam. Passed	University	Year of Passing	% of marks	Subjects
Bachelor's Degree				
Master's Degree				
M.Phil				
Ph.D				
Any other Degree / Trainings attended				

C. Experience.

Position Held	Name of the Organization	Scale of Pay		Basic Pay	Period of service		
		PB	GP		From	To	No. of Years

D. Current Basic Pay: Rs._____ GP Rs._____ (Attach the copy of latest Pay Slip).

E. State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court.

(Please tick) **YES** ☐ **NO** ☐

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled.

Signature of the Applicant

Place.....

Date

ENDORSEMENT BY THE PRESENT EMPLOYER

Date.....

FORWARDED

The applicant (Name) is a regular employee of this University / Institute / Corporation/ since(Date of joining). Currently he/ she is holding the post of in this organization since.....(date) in the Pay Structure of Rs.....with current AGP/GP / Basic salary of Rs.....(as applicable). We have no objection to his /her application being considered.

**Signature of the Officer
(with office seal)**

**The Application may kindly be forwarded by
Registered Post /Courier addressed to:-**

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

F. Referees to be filled by applicants [Mandatory] :-

Name :	Name :
Designation:	Designation:
Address :	Address :
Email :	Email :
Mobile No :	Mobile No :

**DECLARATION/UNDERTAKING
(for OBC Candidates only)**

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

False declaration will render the applicant liable for termination of appointment at any time