


CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)
 (An Autonomous Body under Ministry of Chemicals & Fertilizers, Govt. of India)


Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

RECRUITMENT OF SUPERVISORY (TECHNICAL & NON-TECHNICAL) & NON-SUPERVISORY (TECHNICAL & NON-TECHNICAL) POSTS

SUPERVISORY (TECHNICAL) GROUP- B POST

S.N.	Name of the Posts	Tentative Vacancies *	Pay and Allowances **
1	Assistant Technical Officer *** (Skill Development/ Processing / Testing / Design / Tool Room / CAD/CAM)	10	UR-05, SC-04, EWS - 01

VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- p.m

Essential Qualification & Experience: (1) Full time 1st Class in B.E./B. Tech in Mech/ Chem/Polymer Technology or equivalent with two years relevant post qualification experience OR Full time 1st Class M.Sc. with specialization in Polymer Science with 3 years post qualification experience in relevant field of Polymers/Plastics.

(2) At least 3 years experience in pay matrix level-06 under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.

SUPERVISORY (NON-TECHNICAL) GROUP - B POST

2	Assistant Officer (F&A) ***	1	SC-01
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VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- p.m

Essential Qualification & Experience: (1) Full time first Class B.Com with full time first class MBA (Finance) / Full time first class M.Com from a recognized University with 03 years relevant post qualification experience.

(2) At least 3 years experience in pay matrix level-06 under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.

NON-SUPERVISORY (TECHNICAL) GROUP - C POST

3	Technical Assistant Gr. III *** (Tool Room / Testing / Processing/ Design (CAD-CAM-CAE))	20	GEN-12, EWS-02 OBC-02,SC-03 & ST-01
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VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- p.m

Essential Qualification & Experience: Dip. in Mech. /DPMT/DPT/PGDPTQC/PGDPPT/PDPMD with CAD/CAM; with 01 year relevant post qualification experience OR ITI (Fitter / Turner / Machinist) with 02 years relevant post qualification experience

NON-SUPERVISORY (NON-TECHNICAL) GROUP - C POST

4	Administrative Assistant Gr.III ***	3	UR-04, OBC-02
5	Accounts Assistant Gr.III ***	4	EWS-01

VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- p.m

VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- p.m

Essential Qualification & Experience:

Administrative Assistant Gr.III : (1) Graduation in any discipline from recognized University with minimum 52% marks. (2) Minimum 02 years post qualification experience in handling Office Communications. (3) Speed in English typing @ 35 wpm or speed in Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 keys depressions for each word) (4) Proficiency in Computer operations including knowledge of MS Office, noting and drafting.

Desirable: (1) Strong oral & written communication skills. (2) Experience in Administration, Establishment, Personnel, Placement matters.

Accounts Assistant Gr.III: (1) Full time first class Graduation in Commerce with working knowledge in Tally Software with 02 years relevant post qualification experience.

Desirable: (1) Working knowledge of direct & indirect taxation. (2) Govt. purchase procedures. (3) Working knowledge of PFMS software

I. N.B: * Vacancies are subject to change, based on need.

****** Selected candidate will also be eligible for DA, HRA, TA, Washing Allowance etc. as per CIPET Rules and Regulations.

******* Candidates selected for the above posts will initially be recruited as Trainee for a period of one year on consolidated salary of Rs.44,900/- p.m. & Rs. 21,700/- p.m., as applicable, before being put on 02 years probation.

II. Maximum Age Limit: (1) Age Limit for post (s) at Sl.No. 1 & 2 is upto 32 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines. Further, Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.

(2) Age Limit for post (s) at Sl.No. 3, 4 & 5 is upto 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law/ Central Govt. guidelines upto a maximum of 05 Years.

III. Checklist of self-attested documents to be attached with the application: (1) SSLC (High School-10th) certificate for proof of age/Date of birth. (2) Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) and Income & Assets Certificate for Economically Weaker Sections candidates issued by competent authority. (3) Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities as per Govt. of India Rules. (4) Relevant documents in case of Ex-servicemen. (5) Bond details with the present employer, if any. (6) No Objection Certificate from the present employer (if serving with Central/State Govt./PSU/Autonomous etc.). (7) Copies of Educational certificates. (8) Experience certificates. (9) Any one Identity Card with photograph (E.g. Voter ID/Driving Licence/PAN Card/Aadhaar Card etc.). (10) Salary Certificate from the present Employer. (11) GATE Score card, applicable only for ATO post.

It is mandatory to send photocopies of each one of the documents enlisted above along with the application form. In the absence of the relevant documents, the application of the candidate will not be considered.

IV. For detailed Recruitment Notification, Eligibility Criteria, Application Form, Rules & Regulations, and updates including amendments/corrigendum, if any, and results concerning this recruitment notification kindly visit CIPET Website:

www.cipet.gov.in. Applications strictly in the prescribed format along with necessary enclosures should reach to "Director (Administration), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032" latest by 29th May 2023 by Registered / Speed Post. Application received after the last date will not be accepted.

The Candidate should clearly mention "Advt. No. with date" and "Name of the post applied for", on top of the envelope.