

Recruitment of Technical & Non – Technical Positions

ESSENTIAL QUALIFICATION AND EXPERIENCE

Advt. No. CIPET / HO-AI-03/ 2020

Date: 01.05.2020

**Senior Officer
(Personnel & Admin)**

Sl. No.	Details	Requirement
1.	Name of the Post	Senior Officer (Personnel & Admin)
2.	Pay and Allowances	<ul style="list-style-type: none"> • VII CPC Pay Matrix Level: 11 Basic Pay Rs.67,700/- • DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none"> • Upto 40 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. • 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 and approval of the Competent Authority.
4.	Educational & other qualifications required for direct recruits & Experience	<ul style="list-style-type: none"> • Graduation in any discipline from recognized University and MBA / Post Graduation in Public Administration/ PG diploma in Management from a recognized University / Institute, with minimum 55% marks at Graduation and Post Graduation Level. • Minimum 08 years experience in HR, administration, personnel, purchase functions etc. in a reputed organization. • At least 3 years experience in pay matrix level-10 or 8 years total experience in pay matrix levels 10 to 07 counted together in Central / State Govt. / PSU/ Autonomous Organization of Central/ State Government or equivalent scale in private organization. <p>Desirable:</p> <ul style="list-style-type: none"> • Strong oral & written communication skills • Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field • Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.

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Date: 01.05.2020

**Officer
(Personnel & Administration)**

Sl.No.	Details	Requirement
1.	Name of the Post	Officer (Personnel & Administration)
2.	Pay and Allowances	<ul style="list-style-type: none"> • VII CPC Pay Matrix Level: 10 Basic Pay Rs.56,100/- • DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none"> • Upto 35 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. • 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 and approval of the Competent Authority.
4.	Educational & other qualifications required for direct recruits & Experience	<ul style="list-style-type: none"> • Graduation in any discipline from recognized University and MBA / Post Graduation in Public Administration / PG diploma in Management from a recognized University / Institute, with minimum 55% marks at Graduation and Post Graduation Level. • Minimum 05 years experience in HR, administration, personnel, purchase functions etc. in a reputed organization. • At least 3 years experience in pay matrix level-07 in Central / State Govt. / PSU/ Autonomous Organization of Central/ State Government or equivalent scale in private organization. <p>Desirable:</p> <ul style="list-style-type: none"> • Strong oral & written communication skills • Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field • Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.

Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Officer(Personnel & Administration) (Trainee), initially for a period of one year on a consolidated salary of Rs.56100/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the essential skill sets as requisite for the post. Such candidate(s) after successful completion of training period will become eligible for being taken as Officer(Personnel & Administration) on probation initially for a period of two years, in to a regular scale with applicable allowances.

ESSENTIAL QUALIFICATION AND EXPERIENCE

Advt. No. CIPET / HO-AI-03/ 2020

Date: 01.05.2020

**Technical Officer
(Processing / Testing / Tool Room)**

S.No.	Details	Requirement
1.	Name of the Post	Technical Officer (Processing / Testing / Tool Room)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 10 & Basic Pay: Rs.56100/- per month
3.	Age limit for direct recruits	Upto 35 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. 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.
4.	Minimum qualification	Full Time First Class M.E./M.Tech with 2 Years Post Qualification experience in the relevant field of Polymers / Plastics. OR Ph.D in Polymer Engineering / Science / Technology with 1 Year Post Qualification experience in the relevant field of Polymers / Plastics.
5	Experience	Atleast 3 years in pay matrix level-9 or 13 years total experience in pay matrix levels 9 to 7 counted together under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.

Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Technical Officer (Trainee), initially for a period of one year on a consolidated salary of Rs.56100/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the essential skill sets as requisite for the post. Such candidate(s) after successful completion of training period will become eligible for being taken as Technical Officer on probation initially for a period of two years, in to a regular scale with applicable allowances.

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Advt. No. CIPET / HO-AI-03/ 2020

Date: 01.05.2020

Assistant Technical Officer
(Processing / Testing / Tool Room)

S.No.	Details	Requirement
1.	Name of the Post	Assistant Technical Officer (Processing / Testing / Tool Room)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- per month
3.	Age limit for direct recruits	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. 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.
4.	Minimum qualification	Full Time First Class B.E./B.Tech in Mech/Chem/Polymer Technology or equivalent with 2 Years relevant Post Qualification experience OR Full Time First Class M.Sc with specialization in Polymer Science with 3 Years Post Qualification experience in relevant field of Polymers/Plastics.
5	Experience	Atleast 3 years experience in pay matrix level-6 under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.
<p>Note: The selected candidates will be taken as Assistant Technical Officer (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of training they will be taken as Assistant Technical Officer on probation initially for a period of 02 years.</p>		

ESSENTIAL QUALIFICATION AND EXPERIENCE

Advt. No. CIPET / HO-AI-03/ 2020

Date: 01.05.2020

**Assistant Officer (Personnel & Administration) /
Assistant Officer (Finance & Accounts)**

S.No.	Details	Requirement
1.	Name of the Post	Assistant Officer (i) Personnel & Administration (ii) Finance & Accounts
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- per month
3.	Age limit for direct recruits	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. 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.
4.	Minimum qualification	(i) Personnel & Administration: Graduate in any discipline from recognized University and MBA/Post Graduation in Public Administration /PG diploma in Management from a recognized University / Institute with minimum 55% marks at Graduation and Post Graduation Level. (ii) Finance & Accounts: Full time First Class B.Com with Full time First Class MBA(Finance) / Full time First Class M.Com from a recognized University
5.	Experience	(i) Personnel & Administration: Atleast 3 Years Post-Qualification experience in HR, Administration, Personnel, Purchase functions etc. in a reputed organization. Desirable: <ul style="list-style-type: none"> • Strong oral & written communication skills • Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field • Knowledge of govt. rules and regulations as relevant to Administration, Establishment and Personnel matters. (ii) Finance & Accounts: Atleast 3 Years relevant Post-Qualification experience. Atleast 3 years in pay matrix level-6 under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.

Note: The selected candidates will be appointed as Assistant Officer (Personnel & Administration) (Trainee) or Assistant Officer (Finance & Accounts) (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of training period, they will be taken as Assistant Officer (Personnel & Administration) or Assistant Officer (Finance & Accounts) on probation initially for a period of 02 years.

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Date: 01.05.2020

Administrative Assistant Gr. III

S.No.	Details	Requirement
1.	Name of the Post	Administrative Assistant Gr. III
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month
3.	Age limit for direct recruits	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.
4.	Minimum qualification	<p>Administrative Assistant Gr. III:</p> <p>Graduation in any discipline from recognized University with minimum 52% marks.</p> <p>Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm. (35 wpm and 30wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 keys depressions for each word).</p> <p>Proficiency in Computer operations including knowledge of MS Office, noting and drafting.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Strong oral & written communication skills. • Experience in Administration, Establishment, Personnel, Placement matters.
5	Experience	Minimum 2 years post qualification experience handling Office communications.

Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Administrative Assistant Gr.III (Trainee), initially for a period of one year on a consolidated salary of Rs.21700/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the essential skill sets as requisite for the post. Such candidate(s) after successful completion of training period will become eligible for being taken as Administrative Assistant Gr.III on probation initially for a period of two years, in to a regular scale with applicable allowances.

ESSENTIAL QUALIFICATION AND EXPERIENCE

Advt. No. CIPET / HO-AI-03/ 2020

Date: 01.05.2020

Technical Assistant Gr.III
(Processing / Testing / Tool Room)

S.No.	Details	Requirement
1.	Name of the Post	Technical Assistant Gr.III (Processing / Testing / Tool Room)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month
3.	Age limit for direct recruits	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.
4.	Minimum qualification	Dip. in Mech. / DPMT / DPT / PGDPTQC / PGDPPT / PDPMD with CAD/CAM with 1 year relevant post-qualification experience OR ITI (Fitter / Turner / Machinist) with 2 years relevant post-qualification experience
<p>Note: The selected candidates will be taken as Technical Assistant Gr.III (Trainee), initially for a period of one year with a consolidated salary of Rs.21,700/- and after successful completion of training, they will be taken as Technical Assistant Gr.III on probation initially for a period of two years.</p>		