



CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

SPECIAL RECRUITMENT DRIVE FOR SCHEDULED TRIBE (ST) CANDIDATES FOR NON-SUPERVISORY POSITIONS (TECHNICAL/NON-TECHNICAL)

ESSENTIAL QUALIFICATION & EXPERIENCE

Advt. No. CIPET/HO-AI/SR_ST/NS(T&NT)/04/JULY/2018

Date: 06.07.2018

Administrative Assistant Gr. III / Accounts Assistant Gr. III

S.No.	Details	Requirement
1.	Name of the Post	(i) Administrative Assistant Gr. III (ii) Accounts Assistant Gr. III
2.	Pay	Pay Matrix - Level 3 Basic – Rs.21700/- per month
3.	Age limit for direct recruits	Upto 35 years for Schedule Tribe (ST) candidates as on the last date of receipt of application.
4.	Educational & other qualification required for direct recruits	(i) Administrative Assistant Gr. III: Full time first class Graduation in any discipline from a recognized university with T/W Higher and/or Shorthand lower with working knowledge of MS Office with 2 years post qualification experience. (ii) Accounts Assistant Gr. III: Full time first class Graduation in Commerce with working knowledge of Tally Software with 2 years post qualification experience.
5.	Experience	2 years relevant post qualification experience.



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Technician Gr. III (Tool Room / Testing / Processing / Design (CAD-CAM-CAE))

S.No.	Details	Requirement
1.	Name of the Post	Technician Gr. III (Tool Room / Testing / Processing / Design (CAD-CAM-CAE))
2.	Pay	Pay Matrix - Level 3 Basic – Rs.21700/- per month
3.	Age limit for direct recruits	Upto 35 years for Schedule Tribe (ST) candidates as on the last date of receipt of application.
4.	Educational & other qualification required for direct recruits & Experience	Dip. in Mech. / DPMT/ DPT/PGDPTQC/ PGDPPT/PDPMD with CAD/CAM; with 1 year experience in the relevant field OR ITI (Fitter / Turner / Machinist) with 2 years experience