

Advt.No.CIPET/IPT/LKO/Cont./2022-23/03 Date: 08.04.2022

POSTWISE-VACANCIES

Sl. No	Name of the Post	No. of Vacancies
1	Associate Professor	
	Mathematics	01
2	Assistant Professor	
	Plastics Engineering & Technology	02
	Mechanical/ Manufacturing Engineering	02
	Chemical Engineering	01
3	Assistant Professor	
	Physics	01
	Psychology/Sociology for Allied subjects (Human Values, Life skills, Human behaviour etc.)	01
	English	01
	Management	01
4	Lecturer (For Diploma/PG Diploma)	
	Plastics Engineering & Technology	02
	Mechanical / Manufacturing Engineering	02
	Computer Science	01
5	Placement consultant	01
6	Assistant Placement consultant	01
7	Asst. Librarian	02

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Essential Qualification & Experience: Placement consultant & Asst. Placement consultant

S.No.	Details	Requirement
1.	Name of the Post	Placement consultant
	Remuneration	Rs. 40,000/- per month (Consolidated)
	Educational & other qualification	Full time graduate in any Discipline with four years experience in the relevant area. OR M.B.A.(HRM/PM) with two years experience in relevant area.
2.	Name of the Post	Assistant Placement consultant
	Remuneration	Rs. 35,000/- per month (Consolidated)
	Educational & other qualification	• Full time graduate in any Discipline with two years of experience in the relevant area. OR M.B.A.(HRM/PM) with one year of experience in relevant area.
	Job description	<ol style="list-style-type: none"> 1. To coordinate with students/parents/industries. 2. To Train students in soft skills for interview including resume writing, mock interviews etc. 3. To liaise with industries for campus interviews & placement of CIPET students /trainees. 4. To enforce anti-ragging measures in institute premises. 5. To act as per AICTE/UGC guidelines & legal provisions. 6. To collect feedback from trainees and industries and submit to Centre Head. 7. To prepare database of Plastic Industries with their requirements in diversified fields. 8. To maintain database & documents as per requirement of sponsoring agencies w.r.t. placement in industry. 9. To arrange special lecture/ personality development classes for trainees facing the interview. 10. To follow up with the industries after their placement. 11. To maintain candidate placement track record. 12. To verify stipend details and to maintain 80% placement record in every batch. 13. To provide 2nd time placement for the candidate placed already. 14. To take lecture classes etc. and any other time based assignments as allotted by the Competent Authority. 15. To visit industries for maintaining Industry Institution relationship and business development. 16. To organize placement activities as per ISO QMS and maintain records for audit. 17. To arrange Industrial visits/ in plant training/ internship for students. 18. Any other task as assigned by the Centre Head Principal/Vice Principal from time to time.

Essential Qualification & Experience: Asst. Professor

S. No.	Details	Requirement
1.	Name of the Post	Asst. Professor (Plastics Engineering & Technology / Mechanical Engineering / Manufacturing Technology / Chemical Engineering/Physics / Mathematics / English / Management/ Sociology/ Psychology)
	Educational & other qualification	<p>1. Assistant Professor (Engineering & Technology) Full time 1st Class B.E/B.Tech and M.E. / M.Tech. in Mechanical / Manufacturing / Chemical / Plastics / Polymer Technology / Plastics Engineering / CAD-CAM or equivalent from a recognized University. Candidates having higher qualification (Ph.D) will be preferred.</p> <p>2. Assistant Professor (Humanities and Sciences) (i) Full time Master's Degree with good academic record with First Class or an equivalent CGPA in the relevant discipline from Indian Universities. (ii) Besides fulfilling the qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC. (iii) Candidates who have been awarded a Ph.D Degree in accordance with the UGC Regulations shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointments of Assistant Professors Or equivalent positions in Universities/Colleges /Institutions</p> <p>3. Assistant Professor (Management) Full time First Class Master's Degree in Business Administration or equivalent.</p> <p>Experience: At least 2 years post qualification experience in the relevant discipline.</p>
	Remuneration	Rs. 35,000/- to 40,000/- per month (Consolidated)
	Job description	<ol style="list-style-type: none"> The faculty member should present in the institute well in time and should not leave the institute before completion of working hour. To contribute effectively for not less than 40 hours in a week for teaching / academic and other co-curricular activities w.r.t. tasks(s) assigned by CIPET Centre. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres. To prepare academically to meet all the challenges and requirements in the methodology of teaching. To extend beneficial influence in building up the personality of

		<p>students and to associate actively with such extra-curricular activities as assigned from time to time.</p> <ol style="list-style-type: none"> 6. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 7. To keep Centre Head and Principal in confidence about professional and personal activities. 8. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities. 9. To deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subjects / topics. 10. To update the student's personal file regularly and put up for perusal by Principal on regular basis. 11. To meticulously maintain student's attendance records and to apprise Principal about habitual or regular absentees. 12. To give regular counselling to students and to bring the students misbehaviour if any in the class room to the knowledge of Principal. 13. To carry out the administrative works of the department as assigned by the Principal or Centre Head. 14. To get the lesson plan and course file - approved by the Principal. The course file must include preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc., 15. To deliver academic lecture as per the lesson plan and timetable approved by the Competent Authority. 16. To get anonymous feedback from students and act / adjust the teaching methodology appropriately. 17. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes. 18. To conduct regular tutorials in required subjects. 19. To conduct periodical class tests/ Semester exam. 20. To sign in the class log book every day after finishing the lecture. 21. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students. 22. To aim and achieve 100% pass results. 23. To have good control over students. 24. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests. 25. Any other task as and when assigned by the Centre Head / Principal/Vice Principal.
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Date: 08.04.2022

Essential Qualification & Experience: Associate Professor (Mathematics)

S.No.	Details	Requirement
1.	Name of the Post	Associate Professor (Mathematics)
	Remuneration	Rs. 46,400/- per month (Consolidated)
	Educational & other qualification	<p>Associate Professor (Mathematics)</p> <p>(i) Full time Master's Degree in Mathematics with good academic record with First Class or an equivalent CGPA in the relevant discipline from Indian Universities and PhD or equivalent in the relevant discipline.</p> <p>(ii) Besides fulfilling the qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC.</p> <p>(iii) Candidates who have been awarded a Ph.D Degree in accordance with the UGC Regulations shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointments of Assistant Professors Or equivalent positions in Universities/Colleges /Institutions</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Experience: Minimum 5 years experience in teaching and/or research and/or industry of which at-least 2 years of post PhD experience is desirable</p>
	Job description	<ol style="list-style-type: none"> The faculty member should present in the institute well in time and should not leave the institute before completion of working hour. To contribute effectively for not less than 40 hours in a week for teaching / academic and other co-curricular activities w.r.t. tasks(s) assigned by CIPET Centre. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres. To prepare academically to meet all the challenges and requirements in the methodology of teaching. To extend beneficial influence in building up the personality of students and to associate actively with such extra-curricular activities as assigned from time to time. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. To keep Centre Head and Principal in confidence about professional and personal activities. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities.

		<ol style="list-style-type: none"> 9. To deliver seminar on topic assigned in the “Seminar Club” of faculty members to keep abreast with latest developments in the relevant subjects / topics. 10. To meticulously maintain student’s attendance records and to apprise Principal about habitual or regular absentees. 11. To update the student’s personal file regularly and put up for perusal by Principal on regular basis. 12. To give regular counselling to students and to bring the students misbehaviour if any in the class room to the knowledge of Principal. 13. To carry out the administrative works of the department as assigned by the Principal or Centre Head. 14. To get the lesson plan and course file - approved by the Principal. The course file must include preface, previous year university question papers, notes, hand-outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc., 15. To deliver academic lecture as per lesson plan and time-table approved by Competent Authority. 16. To get anonymous feedback from students and act / adjust the teaching appropriately. 17. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes. 18. To conduct regular tutorials in required subjects. 19. To conduct periodical class tests/ Semester exam. 20. To sign in the class log book every day after finishing the lecture. 21. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students. 22. To aim and achieve 100% pass results. 23. To have good control over students. 24. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests. 25. Any other task as and when assigned by the Centre Head / Principal/Vice Principal.
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Essential Qualification & Experience: Lecturer

S.No.	Details	Requirement
1.	Name of the Post	Lecturer
	Remuneration	Rs. 30,000/- to 35,000/- per month (Consolidated)
	Educational & other qualification	<p>Minimum Qualification: Engineering/Technology Full time Bachelor's degree with First Class or equivalent in Mechanical / Manufacturing / Plastics / Polymer Technology / Plastics Engineering / CAD-CAM/ Computer Science or equivalent. If the candidate has a full time Master's degree in Engineering / Technology, First Class or equivalent is required at full time Bachelors or Masters level.</p> <p>Experience: At least 1 year teaching experience in Polytechnic / Engg. College. Preference shall be given to M.E / M. Tech. holder with First Class .</p>
	Job description	<ol style="list-style-type: none"> The faculty member should present in the institute well in time and should not leave the institute before completion of working hour. To contribute effectively for not less than 40 hours in a week for teaching / academic and other co-curricular activities w.r.t. tasks(s) assigned by CIPET Centre. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres. To prepare academically to meet all the challenges and requirements in the methodology of teaching. To extend beneficial influence in building up the personality of students and to associate actively with such extra-curricular activities as assigned from time to time. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. To keep Centre Head and Principal in confidence about professional and personal activities. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities. To deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subjects / topics. To update the student's personal file regularly and put up for perusal by Principal on regular basis. To meticulously maintain student's attendance records and to apprise Principal about habitual or regular absentees. To give regular counselling to students and to bring the

		<p>students misbehaviour if any in the class room to the knowledge of Principal.</p> <ol style="list-style-type: none"> 13. To carry out the administrative works of the department as assigned by the Principal or Centre Head. 14. To get the lesson plan and course file - approved by the Principal. The course file must include preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc., 15. To deliver academic lecture as per the lesson plan and timetable approved by the Competent Authority. 16. To get anonymous feedback from students and act / adjust the teaching methodology appropriately. 17. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes. 18. To conduct regular tutorials in required subjects. 19. To conduct periodical class tests/ Semester exam. 20. To sign in the class log book every day after finishing the lecture. 21. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students. 22. To aim and achieve 100% pass results. 23. To have good control over students. 24. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests. 25. Any other task as and when assigned by the Centre Head / Principal/Vice Principal.
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Essential Qualification & Experience: Assistant Librarian

S.No.	Details	Requirement
1.	Name of the Post	Assistant Librarian
	Remuneration	Rs. 20,000/- to 25,000/- per month (Consolidated)
	Educational & other qualification	<p>Minimum Qualifications: Full time First Class B.Lib.Sc./ B.Lib.I.Sc with Post Graduate Diploma in Library Science/Information Science with typing/PC Operation.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 1 year relevant post qualification experience. • Should be conversant with classification systems like DDC, UDC etc. • Knowledge of Library Management Software like New Genlib, Koha etc. • Knowledge of Digital Library Software like Greenstone, D Space etc. • Must have the zeal to learn the latest technologies and apply the same. • Should independently handle the Library. • Should have strong IT skills and familiarity with the use of data base.
	Job description	<ol style="list-style-type: none"> 1. To acquire, organise, manage and distribute library resources. 2. To ensure library resources meet the needs of all its users. 3. To maintain student and faculty focussed role. 4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 5. To select, develop, catalogue and clarify library resources. 6. To administer library functioning employing specialist computer applications and other digital and IT facilities. 7. To liaison with academic staff in dept., external organisations and suppliers. 8. To ensure library services meet the needs of particular user groups. 9. To prepare budget demands and utilisation thereof. 10. To make regular and periodic assessment of available library resources and user needs of students & faculty. 11. To prepare procurement list of new books, audio books and other materials for the library in consultation with Centre Head, academic staff and student of the CIPET Centres. 12. To take introductory classes in the beginning of the academic year for the benefits of students to educate them cataloguing system to be followed in library and finding books in the internet. 13. To take necessary approval for weeding out of old-torn books. 14. To issue library cards to students / staff. 15. To keep proper records for issue/receipts of library books

		<p>to students / staff using appropriate software.</p> <ol style="list-style-type: none">16. To prepare and submit report to Centre Head with respect to any defaults in depositing books issued or any damage done to library resources by students / staff.17. To maintain Library as per ISO QMS18. To ensure functioning of digital library with required Nos. of computers & e-journals.19. To schedule properly for library.20. To take lecture classes in the relevant subjects on need basis.21. To ensure availability of required Nos. of books /journal/volumes as per the norms of AICTE/ affiliating university.22. Any other task as and when assigned by the Centre Head / Principal.
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