



CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

Administrative Officer

S. No.	Details	Requirement
1.	Name of the Post	Administrative Officer
2.	Pay Band & Grade Pay	Rs.15600-39100 & 5400
3.	Age limit for direct recruits	Upto 30 years relaxable in the case of SC / ST / OBC(NCL) and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Degree in any discipline with P.G. Degree (2 years) in Personnel Management / MPM / MLM / MSW-Personnel Management / MBA(HR/Personnel) / Any other relevant Equivalent Qualification from recognized Institute with 3 years relevant experience. Degree in Law is desirable.



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Administrative Assistant Gr.III

S. No.	Details	Requirement
1.	Name of the Post	Administrative Assistant Gr.III
2.	Pay Band & Grade Pay	Rs.5200-20200 & Rs.2000/-
3.	Age limit for direct recruits	Up to 28 years relaxable in the case of SC / ST / OBC (NCL) and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class Graduate with Typewriting Higher and / or Shorthand Lower / PC Operation with minimum 3 years post-qualification experience in the relevant field.



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Finance & Accounts Officer

S. No.	Details	Requirement
1.	Name of the Post	Finance & Accounts Officer
2.	Pay Band & Grade Pay	Rs.15600-39100 & 5400
3.	Age limit for direct recruits	Upto 30 years relaxable in the case of SC / ST / OBC(NCL) and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Degree in any discipline with CA/ICWAI/M.Com from recognized Institute with 3 years relevant experience.



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Accounts Assistant Gr.III

S. No.	Details	Requirement
1.	Name of the Post	Accounts Assistant Gr.III
2.	Pay Band & Grade Pay	Rs.5200-20200 & Rs.2000/-
3.	Age limit for direct recruits	Up to 28 years relaxable in the case of SC / ST / OBC (NCL) and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class B.Com having knowledge of Tally ERP 9 software and PC Operation with minimum 3 years post-qualification experience in the relevant field.



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Librarian Gr.III

S. No.	Details	Requirement
1.	Name of the Post	Librarian Gr.III
2.	Pay Band & Grade Pay	Rs.5200-20200 & Rs.2000/-
3.	Age limit for direct recruits	Up to 28 years relaxable in the case of SC / ST / OBC (NCL) and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Graduate/Post Graduate in Library Science (or) Graduate with Post Graduate Diploma in Library Science with Typing/PC Operation and minimum 3 years experience in the relevant field.