

## **ESSENTIAL QUALIFICATION & EXPERIENCE**

Advt No. CIPET / HO-AI / 03 / 2017



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

### **Asst. Officer – Persons with disabilities only**

<b>S.No.</b>	<b>Details</b>	<b>Requirement</b>
<b>1.</b>	<b>Name of the Post</b>	<b>Asst. Officer</b> <b>(i) Per &amp; Admn./HR</b> <b>(ii) Finance &amp; Accounts</b>
2.	Pay Band & Grade Pay	Rs.9300 – 34800 and Rs.4600
3.	Age limit for direct recruits	Upto 28 years (relaxable in the case of persons with disabilities as per Govt. of India directives).
4.	Minimum qualification	<b>(i) Per &amp; Admn./HR:</b> Full Time First Class in any degree (Preferably in Mgmt. or any other professional field) and Full Time First Class MBA (Per./HR) / Master in Human Resource Mgmt. from recognized university. <b>(ii) Finance &amp; Accounts:</b> Full time First Class B.Com and first class MBA (Finance) from a recognized University OR Professional qualification CA/ICWA
5	Experience	2 Years Post-Qualification experience in the relevant field.

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### **Librarian Gr.III – Persons with disabilities only**

<b>S.No.</b>	<b>Details</b>	<b>Requirement</b>
<b>1.</b>	<b>Name of the Post</b>	<b>Librarian Gr.III</b>
2.	Pay Band & Grade Pay	Rs.5200 – 20200 and Rs.2000
3.	Age limit for direct recruits	Upto 28 years (relaxable in the case of persons with disabilities as per Govt. of India directives).
4.	Educational & other qualification required for direct recruits	Graduate in Library Science / Post Graduate Diploma in Library Science with Typing / PC Operation.
5	Experience	2 years post qualification experience in the relevant field.

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### **Accts. / Admn. Asst. Gr. III – Persons with disabilities only**

<b>S.No.</b>	<b>Details</b>	<b>Requirement</b>
<b>1.</b>	<b>Name of the Post</b>	<b>(i) Admn. Asst. Gr. III</b> <b>(ii) Accts. Asst. Gr. III</b>
2.	Pay Band & Grade Pay	Rs.5200 – 20200 and Rs.2000
3.	Age limit for direct recruits	Upto 28 years (relaxable in the case of persons with disabilities as per Govt. of India directives).
4.	Minimum qualification	<b>(i) Admn. Asst. Gr. III:</b> Full Time First Class Graduation in Arts / Science with T/W Higher and/or Shorthand lower with working knowledge in MS Office. <b>(ii) Accts. Asst. Gr. III:</b> Full Time First Class Graduation in Commerce with working knowledge in Tally Software.
5	Experience	2 years relevant post qualification experience.