

Recruitment of Supervisory Positions (Technical/Non-Technical)

ESSENTIAL QUALIFICATION AND EXPERIENCE

Advt. No. CIPET / HO-AI / 05 /2018

Date: 26.09.2018

Asst. Technical Officer (Skill Development / Processing / Testing / Design / Tool Room / CAD/CAM)

Sl. No.	Details	Requirement
1.	Name of the Post	Asst. Technical Officer (Skill Development / Processing / Testing / Design / Tool Room / CAD/CAM)
2.	Pay and Allowances	<ul style="list-style-type: none"> VII CPC Pay Matrix Level: 7 Basic Pay Rs.44,900/- 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 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 and approval of the Competent Authority.
4.	Educational & other qualifications required for direct recruits & Experience	<ul style="list-style-type: none"> Full time first Class in B.E./ B. Tech in Mech/ Chem/ Polymer Technology or equivalent with two years experience. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Full time first Class M.Sc. with specialization in Polymer Science with 3 years post qualification experience in relevant area. At least 3 years experience in pay matrix level-06 in Central / State Govt./ PSU/ Autonomous Organization of Central/ State Government or equivalent scale in private organization.

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Sr. Officer (Personnel & Admin)

Sl. No.	Details	Requirement
1.	Name of the Post	Sr. 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 • Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.

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Officer (Personnel & Admin)

Sl. No.	Details	Requirement
1.	Name of the Post	Officer (Personnel & Admin)
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 • Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.

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Assistant Officer (Personnel & Admin)

Sl. No.	Details	Requirement
1.	Name of the Post	Assistant Officer (Personnel & Admin)
2.	Pay and Allowances	<ul style="list-style-type: none"> • VII CPC Pay Matrix Level: 7 • Basic Pay Rs.44,900/- • 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 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 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 03 years experience in HR, administration, personnel, purchase functions etc. in a reputed organization. • At least 3 years experience in pay matrix level-06 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 • Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.