

ESSENTIAL QUALIFICATION & EXPERIENCE

Advt No. CIPET/HO-AI/PWD/02/2019

Officer (Persons with Benchmark Disabilities)

S.No.	Details	Requirement
1.	Name of the Post	Officer (Personnel & Administration)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 10 & Basic Pay: Rs.56100/- per month
3.	Age limit for direct recruits	Upto 35 years (relaxable in the case of persons with disabilities as per Central Govt. guidelines).
4.	Minimum qualification	Graduate 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.
5	Experience	Minimum 5 Years relevant Post-Qualification experience Atleast 3 years in pay matrix level-9 or 13 years total in pay matrix levels 9 to 7 counted together under the Central Govt. of State Govt. or PSUs or Universities or Recognized Research Institutions of Autonomous bodies or Statutory organizations OR equivalent scale in the Private Organization.

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Asst. Officer (Persons with Benchmark Disabilities)

S.No.	Details	Requirement
1.	Name of the Post	Asst. Officer (Personnel & Administration)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- per month
3.	Age limit for direct recruits	Upto 32 years (relaxable in the case of persons with disabilities as per Central Govt. guidelines).
4.	Minimum qualification	Graduate 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.
5	Experience	Minimum 3 Years relevant Post-Qualification experience Atleast 3 years in pay matrix level-6 under the Central Govt. of State Govt. or PSUs or Universities or Recognized Research Institutions of Autonomous bodies or Statutory organizations OR equivalent scale in the Private Organization.
6	Mode of Recruitment	Written Test with Skill / Practical Test

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Accts. / Admn. Asst. Gr. III (Persons with Benchmark Disabilities)

S.No.	Details	Requirement
1.	Name of the Post	(i) Administrative Assistant Gr. III (ii) Accounts Assistant Gr. III
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month
3.	Age limit for direct recruits	Upto 32 years (relaxable in the case of persons with disabilities as per Central Govt. guidelines).
4.	Minimum qualification	(i) Administrative Assistant Gr. III: Graduation in any discipline from recognized University with minimum 52% marks. Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm. Proficiency in Computer operations including knowledge of MS Office, noting and drafting. (ii) Accounts Assistant Gr. III: Full Time First Class Graduation in Commerce with working knowledge in Tally Software.
5	Experience	2 years relevant post qualification experience.
6	Mode of Recruitment	Written Test with Skill / Practical Test