



Rajiv Gandhi Institute of Petroleum Technology, Rae Bareilly

(Institute of National importance under an Act of Parliament)

Advt. No. 1/2010

The Institute is looking for suitable Indian Nationals for appointment, **on contract/deputation basis**, for the following posts:

Sl.No.	Name of the post(s)	No. of vacancies					Pay Bands	Grade Pay
		SC	ST	OBC	UR	Total		
1	Librarian	-	-	-	1	1	37400-67000	10000/-
2	System/Network Administrator	-	-	-	1	1	15600-39100	5400/-
3	Medical Officer	-	-	-	1	1	15600-39100	5400/-
4	Junior Superintendent/ Private Secretary to Director	-	-	-	1	1	9300-34800	4200/-
5	Senior Library Information Assistant	-	-	-	1	1	9300-34800	4200/-
6	Junior Assistant(Accounts)	-	-	-	1	1	5200-20200	2000/-
7	Junior Assistant(Systems)	-	-	-	1	1	5200-20200	2000/-
8	Junior Assistant	-	-	1	2	3	5200-20200	2000/-

THE LAST DATE FOR RECEIPT OF APPLICATIONS – 19th March 2010

PLEASE DOWNLOAD THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT.

Tenure: The appointment shall initially be on contract for a term of 5 years. Thereafter, it can be regularized, or renewed on similar term(s) or terminated. The age of superannuation for all the posts is sixty years.

The qualification & experience for the above post(s) are as under:

Post 1. Librarian

(Essential:

- Masters degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record.
- At least 15 years of relevant experience of which 8 years should be in Readers grade as Deputy Librarian.

Desirable:

- Candidates with doctoral degree in library Science/ Information Science/ Documentation.
- Evidence of innovative library services, published work and professional commitment, computerization of the library.

Age as on 01/01/2010, less than 55 years

Post 2. System/Network Administrator

Nature of Job: User configuration tasks, performing back-ups, configuring network, configuring and managing e-mail services in server, DNS server, debugging faults and optimizing networks, sub netting, installing/ upgrading of OS products, trouble shooting and upgrading of PC's, assisting users, updating the institute's webpage etc.

Essential:

- Graduate in Engineering (Computer Science/or Information Technology)/or Master in Computer Applications (MCA) with at least 55% marks.
- At least 5 years experience in networking and installation of packages in an Industrial Institute/ University /Govt./ Public/ Private Undertaking of repute.

Desirable:

Experience in web page design, capability of setting up and managing complex site, managing DNS, Networking, mail and mailing list server. Maintaining back- up system working with a large number of users and installation & maintenance of a variety of operating systems (Linux + Windows) and software.

Age as on 01/01/2010, less than 55 years

Post 3. Medical Officer

Essential:

MD (Medicine) from a University, recognized by Medical Council of India (MCI)

OR

- (i) MBBS from a University, recognized by Medical Council of India (MCI)
- (ii) At least 2 years experience in an Industrial Establishment/ Hospital.

Age as on 01/01/2010, less than 55 years

In addition to admissible allowances, the Medical Officer will also get NPA (Non practicing allowance), License fee free unfurnished accommodation on the campus and PG allowance, if applicable, as per Govt. of India norms.

Post 4. Junior Superintendent/ Private Secretary to Director

Nature of Job: The work involves supporting secretarial and office work including independent drafting, liasoning with faculty, departmental heads at the institute and external agencies.

Essential:

Master's degree or Bachelor's degree with 2 years of experience as Stenographer or a Bachelor's Degree with professional Diploma/Certificate in secretarial practice with one year of relevant experience. Knowledge of computer office applications and secretarial practices

Desirable:

- (i) At least 5 years of relevant experience in a University /Govt./ Public/ Private Undertaking of repute of which 2 years should be in secretarial position handling confidential matters in high offices.
- (ii) Good Shorthand, typing and drafting skills in English.

Age as on 01/01/2010, less than 40 years

Post 5. Senior Library Information Assistant

Essential:

- (i) Bachelor's Degree from a recognized University/or Institute with at least 55% marks.
- (ii) Bachelor's degree or equivalent diploma in Library Science from a recognized University/or Institute or equivalent obtained after graduation with at least 55% marks.

Desirable:

Experience of two years in a Library/ computerization of library or a one year certificate in computer applications from a recognized institution or equivalent.

Age as on 01/01/2010, less than 40 years

Post 6. Junior Assistant (Accounts)

Essential:

- (i) Bachelor's Degree in Commerce with at least 55% marks from a recognized University/or Institute.
- (ii) At least 2 years of relevant experience in a University /Govt./ Public/ Private Undertaking of repute.

Desirable:

Proficiency in Tally, Excel, Access, Power Point, MS Word, TDS, filing of e-TDS returns etc.

Age as on 01/01/2010, less than 32 years

Post 7. Junior Assistant (Systems)

Essential:

- (i) Bachelor's Degree with at least 55% marks from a recognized University/or institute.
- (ii) Diploma in computer applications from a recognized Institute.

Desirable:

At least 2 years experience in a University /Govt./ Public/ Private Undertaking of repute handling matters related to installation of software/hardware maintenance etc.

Age as on 01/01/2010, less than 32 years

Post 8. Junior Assistant

Essential:

- (i) Bachelor's Degree with at least 55% marks from a recognized University/or Institute.
- (ii) At least 2 years experience in a University /Govt./ Public/ Private Undertaking of repute handling matters preferably related to academic administration/ or general administration/or establishment.

Desirable:

- (i) Good knowledge of computer applications
- (ii) Good shorthand and drafting skills in English.

Age as on 01/01/2010, less than 32 years

Important information/conditions/ instructions:

- a) **Application Fee:** An Application fee of Rs. 100/- is applicable for the posts at serial nos. 1, 2, & 3 and of Rs. 50/- for posts at serial nos. 4, 5, 6, 7, & 8. The application fee may be paid through a non-refundable demand draft only from any nationalized bank drawn in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at New Delhi. No other mode of payment will be accepted, and such applications are liable to be rejected and payment made shall stand forfeited. SC/ST candidates are not required to pay any application fee.
- b) It should be noted that the mere possession of minimum qualifications does not entitle a candidate to be called for interview. The Institute may restrict the number of such candidates to a reasonable limit on the basis of qualifications and experience, which may be higher than the essential qualifications prescribed here in above.
- c) All educational degrees have to be from Government institutions or those approved by competent government authorized bodies, such as AICTE, UGC etc. as applicable. These approvals must be in place when the degree was awarded as well as when the application is made for a job at Rajiv Gandhi Institute of Petroleum Technology, Raebareli. Approval reference should be mentioned.
- d) The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- e) If a candidate applies for more than one post, he/she will have to fill separate application for each of the applied post.
- f) Candidates serving in Government/University/Public Sector Undertakings/Autonomous bodies must apply '**through Proper Channel**'. However, they may send an advance copy of their application form before the last date of submission of application form. The serving candidates will be required to produce '**No Objection Certificate**' at the time of their interview. Those who apply for appointment on deputation terms should submit the application along with attested copies of their confidential reports for the preceding five years.
- g) Applications received after the last date or with incomplete information or without the prescribed application fee will be summarily rejected. However, the institute reserves the right to extend the closing date for receipt of applications.
- h) Canvassing in any form or on behalf of a candidate will be a disqualification.
- i) Relaxation in age to candidates belonging to reserved category posts will be as per the rules of Govt. of India.
- j) **Application form complete in all respect, with the 'post applied for' clearly super scribed on the envelope, should reach at the following address by registered post before 19th March 2010:**

**The Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Raebareli – 229316 (U.P.)**

(Application Form)

To,
The Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk,
Rae Bareli – 229316 (U.P.)

*Affix your
passport
size photo*

Reg: Advertisement No.: 1/2010

(Please fill in your own handwriting, Use extra sheets if necessary)

Application No:

(To be filled by Office)

Details of Application Fee:

Demand Draft No.	Date	Name of Bank	Amount(Rs.)

Applied for:

Sl. No. *(as per advertisement)*

Post Name

1. Name:

(Mr. / Ms.)

(Surname)

(Middle)

(First)

2. Marital Status:

3. Category*: _____ *(attach caste certificate as applicable)*
*(*only for candidates applying for 'Junior Assistant' post and belonging to OBC category)*

4. Nationality: _____

5. Date of Birth (DD\MM\YYYY):

6. Address for Communication:

PIN: _____

Phone (with STD Code):

Mobile No.:

E-mail:

7. Educational Qualifications (from High School onwards)

(Please attach attested copies of certificate and mark sheets):

Year	Examination Passed	Board/ University	Division/%

8. Relevant Job Experience (Please attach proof of experience):

Date of		Designation	Name and address of Employer	Annual turnover of the company, if employed in Industry	Brief Description of Duties/ Responsibilities
Joining	Leaving				

9. Present Gross Pay: _____

10. Referees:

Name :	Name :
Designation:	Designation:
Address :	Address :
Email :	Email :
Phone No :	Phone No :
Fax :	Fax :

DECLARATION

I, _____, hereby declare that all the details submitted above are true to the best of my knowledge and belief.

Date:
Place:

(Signature of applicant)

Enclosures (Please list the documents attached):