ADVT NO. IIPE/NTS/01/2020-21, JUNE2020

01.   Indian Institute of Petroleum and Energy (IIPE), is an Institute of National Importance at par with all other IITs and IIMs and enacted by the Parliament vide the Indian Institute of Petroleum & Energy Act, 2017 (No: 3 of 2018). It has started its operations in 2016 at Visakhapatnam, Andhra Pradesh, engaged in teaching, research and development.

02.   IIPE invites applications for the following non-faculty positions, and all the positions carry scales of pay at appropriate levels of VII Central Pay Commission of the Government of India, as applicable to all the IITs.

Post No.	Name of the Post	Pay Level & Pay	Age Limit	Category & No. of Posts					
				SC	ST	OBC	EWS	UR	Total
1.	Librarian	Level-14 144200 - 211800	57	-	-	-	-	01	01
2.	Deputy Librarian	Level-12 101500 -167400	50	01	-	-	-	-	01
3.	Officer IT	Level-11 67700 - 208700	40	-	-	-	-	03	03
4.	Senior Superintendent	Level - 9 53100 – 167800	40	-	-	-	-	01	01
5.	Secretary to Registrar*	Level – 3 21700 – 69100	35	-	-	-	-	01	01
6.	Guest House Manager	Level - 4 25500 – 81100	35	-	-	-	-	01	01
7.	Technician	Level - 3 21700 – 69100	35	01	-	01	-	03	05
8.	Technical Assistant	Level – 3 21700 – 69100	35	01	01	04	02	05	13
9.	Lab Assistant	Level – 3 21700 – 69100	35	01	-	01	-	02	04
Total									**30**

* Secretary to Registrar: Higher Pay Scale likely to be considered

03. **Post, Qualifications, Experience, etc. for the posts**: -

Post	Qualifications, Experience, Knowledge, etc
Post No. 01 Librarian	**Essential**: a) Master's Degree in Library Science/Information Science/ Documentation Science, with at least Second Class in qualifying degree and 18 years of experience as Librarian or Asst Librarian or b) at least 13 years of experience as a Deputy Librarian in pay level 12 or equivalent scale in the library under CFTI/University or autonomous organizations on computerizing library activities, and c) Evidence of innovative library services, including integration of ICT in a library. **Desirable**: a) Post Graduate Diploma in computer applications in library or PGDCA from a recognized university or Institute. b) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record c) PhD in Library Science is desirable
Post No. 02 Deputy Librarian	**Essential**: a) Master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree, with at least Second Class in qualifying degree and b) at least 5 years of professional experience as a Assistant Librarian in pay level 10 or equivalent scale in a Library under CFTI/State/ Autonomous or statuary organization/PSU/University or recognized research or educational Institution. **Desirable**: a) PG Diploma in Library Automation and Networking or PGDCA or equivalent. or b) Post Graduate Diploma in computer applications in library or PGDCA c) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record. d) PhD in Library Science is desirable
Post No. 03 Officer IT (NetworkAdministrator)	**Essential**: a) B. Tech/ BE/ MTech/ME/MCAfrom a reputed University with at least Second Class in qualifying degree b) at least 10 years of service out of which at least 06 years of hands-on experience on network/cloud administration/architect/security activities, and c) CCNA/CCDA/CCNP/ CCIE/CCDE/CCAR certification from Cisco. Hands on working experience in design, operation, and maintenance of large wired/wireless networks. Must have good background in installing, configuring, and maintaining basic network equipment's such as switches, routers, and access points. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills. **Desirable**: First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record.

Post No. 03 Officer IT (System Administrator)	**Essential:** a) B. Tech/ BE/ MTech/ME/ MCA from a reputed University with at least Second Class in qualifying degree b) at least 10 years of service out of which at least 06 years of hands-on experience in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills. **Desirable**: First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record.
Post No. 03 Officer IT (ERP & Web Services)	**Essential**: a)B. Tech/ BE/ MTech/ME/MCAfrom a reputed University with at least Second Class in qualifying degree b) at least 10 years of service out of which at least 06 years of experience in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. Web service tools and XML. Database design and development for efficient online transaction processing environment using RDBMSs like Postgres SQL, etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class design, development, testing and maintenance of software systems. c) Experience on development and maintenance of ERP in reputed educational institutions. **Desirable**: First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record.
Post No. 04 Senior Superintendent	**Essential:** a) Post Graduate or Management Graduate degree in a discipline of relevance to Public Administration/ Management/ Accounting/ HR and similar areas with at least Second Class in qualifying degree. b) A minimum of 10 years of total experience out of which 3 years' experience as office superintendent in office management, estate management/ HR/ and other related areas of similar capacity in a Higher Educational Institute/ reputed University. **Desirable**: a) Outstanding skills of drafting b) Computer Applications c) Spoken Knowledge of Hindi, English & Telugu. d) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record e) Knowledge in Short Hand writing

Post No. 05 Secretary to Registrar	**Essential**: a) Bachelor's Degree/ PG Degree in any discipline from recognized university with at least Second Class in qualifying degree.b) A minimum of 5 years of experience out of which at least 02 years of relevant experience in personal secretarial profession reporting to the highest office at the helm of affairs either in a large-scale industry or in a reputed university and / or Professional or Larger Educational Institute c) English Type writing Higher Grade with a speed of 50 wpm and exam plenary knowledge of Stenography (d) Knowledge of Computer Applications. **Desirable:** a) Candidates having Diploma in Public Relations/ Journalism/ HR will be given preference. b) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record c) Knowledge in Short Hand writing
Post No. 06 Guest House Manager	**Essential**: a) Bachelor's Degree/ PG Degree in Hospitality/Hotel/Catering Management with at least Second Class in qualifying degree, and b) A minimum of 8 years of experience out of which at least 3 years of experience in hotels/hostels of Educational Institution/Guest Houses of Public Sector Undertaking/ Government Organization, etc. **Desirable**: a) Fluency in English, both speaking and writing and b) Proficiency in the use of MS Office (MS Word, Excel, Power-point). b) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record
Post No. 07 Technician (Chemical/ Petroleum/ Mechanical)	**Essential**: B.E./ B. Tech./ 03 years Diploma in Engineering in relevant subject from a recognized University with at least Second Classing qualifying degree. b) A minimum of 5 years of experience out of which at least 2 years of relevant work experience in Laboratories of teaching/research Institutes or Organizations.c) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent. **Desirable**: a) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record.
Post No. 08 Technical Assistant (General)	**Essential**: Bachelor's Degree/ PG Degree in any discipline from recognized university with at least Second Classin qualifying degree. b) A minimum 5 years of experience out of which 02 Years relevant experience in handling administrative matters.c) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. d) Having typing speed of 35 w.p.m. in English on computer. **Desirable:** a) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic recordb) Candidates having MBA (HR) will be given preference. C) Knowledge in Short Hand writing

Post No. 08
Technical Assistant
(Academics)
	Essential: Bachelor's Degree/ PG Degree in any discipline from recognized university with at least Second Class in qualifying degree. b) A minimum of 5 years of experience out of which 02 Years relevant experience in handling the following matters: -
	    (a) Handling grades and maintain the records of students
	    (b) Various activities for conducting major examinations.
	    (c) Registration of students onto maintain personal files.
	    (d) Checking of errors at the time of graduating the students.
	    (e) Statistics of graduate students.
	    (f) Arrangement of parent-teacher meeting.
	c) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. d) Having typing speed of 35 w.p.m. in English on computer.
	Desirable: a) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record b) Candidates having MBA (HR) will be given preference. c) Knowledge in Short Hand writing

Post No. 08 Technical Assistant (Administration)	**Essential**: Bachelor's Degree/ PG Degree in any discipline from recognized university with at least Second Class in qualifying degree. b) A minimum of 5 years of experience out of which 02 Years relevant experience in handling administrative/ establishment/ recruitment/ NPS/ Insurance/ scholarships/ dispatch / disciplinary proceedings/ SR & FR c) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. d) Having typing speed of 35 w.p.m. in English on computer. **Desirable:** a) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record b) Candidates having MBA (HR) will be given preference. d) Knowledge in Short Hand writing
Post No. 08 Technical Assistant (Accounts)	**Essential**: a) B. Com/ M. Com or equivalent qualification from recognized university with at least Second Class in the qualifying degree. b) A minimum of 5 years of experience out of which 02 Years relevant experience in Finance / Accounts. Exposure and knowledge of using accounting software tools. c) Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS, GFR etc. d) Proficiency in typing in English on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent. **Desirable:** First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record. **Candidate with MBA(Finance)/CA INTER qualified shall be given preference**

Post No. 08 Technical Assistant (Procurement)	**Essential**: Bachelor's Degree/ PG Degree in any discipline from recognized university with at least Second Classin qualifying degree. b) A minimum 5 years of experience out of which 02 Years relevant experience in procurement activities in any Central Govt. Organisation/ reputed Educational Institute. c) Experience of working on GEM/ CPPP/ e-Wizard and knowledge of GFR d) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. d) Having typing speed of 35 w.p.m. in English on computer. **Desirable**: a) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record) Candidates having MBA will be given preference.
Post No. 09 Lab Assistant (Chemical, Petroleum, Mechanical & Geology	**Essential**: a) 3 years Diploma in Engineering / B. Tech/ B.E./ M.Sc. (Geology)in relevant disciplinewith at least Second Class in qualifying degree. b) A minimum of 5 years of experience out of which at least at least 02 years of relevant work experience in Laboratories of teaching/research Institutes or Organizations. **Desirable**: Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent. First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record

GENERAL TERMS AND CONDITIONS APPLICABLE TO ALL POSTS:

1.	Candidates are required to submit ONLINE applications only. OFFLINE applications, if submitted, will be summarily rejected.
2.	Online mode of applications will be accepted only.
3.	Please read 'General Instructions' to the candidates on the inline application portal Carefully.
4.	Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected
5.	Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
6.	The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
7.	Applications will be summarily rejected if all the relevant certificates are not uploaded as per the instructions.
8.	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. All appointments shall be done after obtaining the approval of the Competent Authority based on the recommendations made by the Selection Committee.
9.	Interim correspondence will not be entertained and replied to.
10.	Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
11.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
12.	The Institute reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part without assigning any reason and the decision of the Institute in this regard shall be final
13.	Any legal dispute arises out of the advertisement may be challenged in the court of Visakhapatnam
14.	Candidates, who has to submit through proper channel, are requested to apply online which will be treated as an Advance Copy, and are required to produce 'No Objection Certificate' at the time of selection process.
15.	Educational qualifications prescribed in this advertisement must have been obtained from a recognizedBoard/Council/University/Institute.
16.	First Class degree/post graduate degree/diploma means and implies 60% marks or an equivalent CGPA in a grade point scale, wherever grading system is followed.
17.	Second Class degree/post graduate degree/diploma means and implies 50% marks or

	an equivalent CGPA in a grade point scale, wherever grading system is followed.
18.	BE/BTech should be of 4 years duration, Diploma must be of 3 years duration.
19.	'Years of Experience' wherever prescribed is the minimum years of experience required and candidates with longer years of experience may also apply.
20.	'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final.
21.	The candidate must be a citizen of India.
22	**NO APPLICATION FEE FOR ALL CANDIDATES**
23	Candidates applying for more than one post have to apply separately for each post with separate application fee wherever applicable.
24	When called for written examination / skill test / interview or selection process, as per the required method of selection process depending on the Level of posts as applicable, the candidate/s will have to bring printed copy of their entire application with self-attested certificates / credentials
25	Candidates are not entitled for any Travelling allowance / Dearness allowance when they are called for interview/skill test etc.
26	Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/ Trade Test/ Computer Test / Test of Communications skills/ Interview, while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the institute is free to set the bench mark and call only the eligible candidates for the Written Test/ Trade Test/ Computer Test/ Interview
27	Since IIPE is a new developing institute, it is looking for enthusiastic candidates having work experience in IIT/NIT/CFTRI system. The relaxation, if any, for suitable/ deserving candidate for relevant posts may be decided by the Director, IIPE. Also, in case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIPE shall be final
28	Relaxation in age, educational qualification and/or experience may be considered in case of outstanding and exceptional candidates at the discretion of the competent authority. The persons having more than to prescribed experience in academics, 3 years of experience in Institutes of National importance will be given age relaxation of up to minimum of 5 years
29	**Last date of closing of online application is 24.07.2020, IST**

REGISTRAR