

ESSENTIAL QUALIFICATION & EXPERIENCE

Advt No. CIPET/HO-AI/SC & ST/2019 dated 14.11.2019

SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Senior Technical Officer
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 11 & Basic Pay: Rs.67700/- per month
3.	Age limit for direct recruits	Upto 40 years (relaxable in the case of SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	Full Time First Class M.E./M.Tech in Mech/Chem/Polymer Technology with 5 Years Post Qualification experience in the relevant field of Polymers / Plastics. OR Ph.D in Engineering or Science or Technology with 3 Years Post Qualification experience in the relevant field of Polymers / Plastics.
5	Experience	Atleast 3 years experience in pay matrix level-10 or 8 years total experience in pay matrix levels 10 & 9 counted together under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.

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S.No.	Details	Requirement
1.	Name of the Post	Technical Officer
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 SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	Full Time First Class M.E./M.Tech with 2 Years Post Qualification experience in the relevant field of Polymers / Plastics. OR Ph.D in Polymer Engineering / Science / Technology with 1 Year Post Qualification experience in the relevant field of Polymers / Plastics.
5	Experience	Atleast 3 years in pay matrix level-9 or 13 years total experience in pay matrix levels 9 to 7 counted together under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.

Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Technical Officer / Assistant Professor Gr III / Junior Scientist (Trainee), initially for a period of one year on a consolidated salary of Rs.56100/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the essential skill sets as requisite for the post. Such candidate(s) after successful completion of training period will become eligible for being taken as Technical Officer / Assistant Professor Gr III / Junior Scientist on probation initially for a period of two years, in to a regular scale with applicable allowances.

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SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Assistant Technical Officer
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 SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	Full Time First Class B.E./B.Tech in Mech/Chem/Polymer Technology or equivalent with 2 Years relevant Post Qualification experience OR Full Time First Class M.Sc with specialization in Polymer Science with 3 Years Post Qualification experience in relevant field of Polymers/Plastics.
5	Experience	Atleast 3 years experience in pay matrix level-6 under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.
<p>Note: The selected candidates will be taken as Assistant Technical Officer (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of training they will be taken as Assistant Technical Officer on probation initially for a period of 02 years.</p>		



CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY



ESSENTIAL QUALIFICATION & EXPERIENCE

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SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Technical Assistant Gr.III (Tool Room /Testing /Processing/Design(CAD-CAM-CAE))
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 SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	Dip. in Mech. / DPMT / DPT / PGDPTQC / PGDPPT / PDPMD with CAD/CAM with 1 year relevant post-qualification experience OR ITI (Fitter / Turner / Machinist) with 2 years relevant post-qualification experience

Note: The selected candidates will be taken as Technical Assistant Gr.III (Trainee), initially for a period of one year with a consolidated salary of Rs.21,700/- and after successful completion of training, they will be taken as Technical Assistant Gr III on probation initially for a period of two years.



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SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Sr. Officer (Finance & Accounts)
2.	Pay Band & Grade Pay	VII CPC Pay Matrix Level 11 & Basic Pay: Rs.67700/- per month
3.	Age limit for direct recruits	Upto 40 years (relaxable in the case of SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	Full time First Class any degree from a recognized University with CA / ICWA / SAS(Commercial) with 5 Years relevant Post-Qualification experience
5	Experience	Atleast 3 years experience in pay matrix level-10 or 8 years total experience in pay matrix levels 10 & 9 counted together under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.

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SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Officer (i) Personnel & Administration (ii) Finance & Accounts
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 SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	<p>(i) Personnel & Administration: 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. 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. <p>(ii) Finance & Accounts: Full time First Class any degree from a recognized University with CA / ICWA / SAS(Commercial)</p>

5	Experience	<p>(i) Personnel & Administration: Minimum 5 Years Post-Qualification experience in HR, Administration, Personnel, Purchase functions etc. in a reputed organization.</p> <p>(ii) Finance & Accounts: Minimum 3 Years relevant Post-Qualification experience.</p> <p>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. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.</p>
<p>Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Officer (Personnel & Administration) (Trainee) or Officer (Finance & Accounts) (Trainee), initially for a period of one year on a consolidated salary of Rs.56100/- per month where the selection committee consider, that the candidate(s) is otherwise "FIT" but lacks the Essential Skill sets as requisite for the post. Such candidate(s) after successful completion of training period, will become eligible for being taken as Officer (Personnel & Administration) or Officer (Finance & Accounts) on probation initially for a period of two years, in a regular scale with applicable allowance.</p>		

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SPECIAL RECRUITMENT DRIVE FOR SC & ST

S.No.	Details	Requirement
1.	Name of the Post	Asst. Officer (i) Personnel & Administration (ii) Finance & Accounts
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 SC & ST candidates as per Central Govt. guidelines).
4.	Minimum qualification	(i) Personnel & Administration: 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. (ii) Finance & Accounts: Full time First Class B.Com with Full time First Class MBA(Finance) / Full time First Class M.Com from a recognized University
5	Experience	(i) Personnel & Administration: Atleast 3 Years Post-Qualification experience in HR, Administration, Personnel, Purchase functions etc. in a reputed organization. Desirable: <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. (ii) Finance & Accounts: Atleast 3 Years relevant Post-Qualification experience.

		Atleast 3 years in pay matrix level-6 under the Central Govt. or State Govt. Union Territory Administration or PSUs or Universities or Recognized Research Institutions Semi-Government or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.
Note: The selected candidates will be appointed as Assistant Officer (Personnel & Administration) (Trainee) or Assistant Officer (Finance & Accounts) (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of training period, they will be taken as Assistant Officer (Personnel & Administration) or Assistant Officer (Finance & Accounts) on probation initially for a period of 02 years.		

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SPECIAL RECRUITMENT DRIVE FOR SC & ST

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 SC & ST candidates 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. (35 wpm and 30wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 keys depressions for each word). Proficiency in Computer operations including knowledge of MS Office, noting and drafting. Desirable: <ul style="list-style-type: none"> • Strong oral & written communication skills. • Experience in Administration, Establishment, Personnel, Placement matters. (ii) Accounts Assistant Gr. III: Full Time First Class Graduation in Commerce with working knowledge in Tally Software.

		Desirable: <ul style="list-style-type: none"> • Working knowledge of direct & indirect taxation • Govt. purchase procedures • Working knowledge of PFMS Software
5	Experience	Minimum 2 years post qualification experience.
Note: The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Admin. Assistant Gr III (Trainee) or Accounts Assistant Gr III (Trainee), initially for a period of one year on a consolidated salary of Rs.21700/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the essential skill sets as requisite for the post. Such candidate(s) after successful completion of training period will become eligible for being taken as Admin. Assistant Gr III or Accounts Assistant Gr III on probation initially for a period of two years, in to a regular scale with applicable allowances.		