

# CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)



Date: 17.02.2021

(Department of Chemicals & Petrochemicals Ministry of Chemicals & Fertilizers, Govt. of India)

Advt. No. CIPET/HO-AI/01/2021

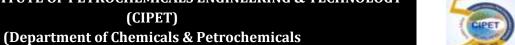
## Essential Qualifications & Experience for the post of Chief Manager (Personnel & Administration)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Personnel & Administration)
2.	Pay and Allowances	<ul> <li>Pay Matrix Level 13 Basic: Rs.123100/- per month</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul> <li>Upto 50 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.</li> </ul>
		<ul> <li>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/ Selection Committee and approval of the Competent Authority.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul> <li>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.</li> </ul>
		Minimum 15 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.
		At least 3 years in pay matrix level-12, or 8 years total in pay matrix levels 12&11 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.  Desirable:
		<ul> <li>Strong oral &amp; written communication skills</li> <li>Knowledge of modern management practices and use of computers</li> <li>Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</li> </ul>
5.	Essential Skill Sets	<ul> <li>Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.</li> <li>Identifying appropriate work areas for outsourcing &amp; management of Contract Labour.</li> <li>Employee Disciplinary matters /Legal matters, drafting Legal matters, RTI replies &amp; Vigilance Administration.</li> <li>Departmental Disciplinary Proceedings</li> </ul>
		<ul> <li>Performance Management &amp; Motivation of work force.</li> <li>Management of Statutory welfare measures such as PF, Civil pension, Gratuity etc.</li> <li>Expertise in Govt. of India CCS(CCA) Rules, GFR, Supplementary rules etc.</li> <li>Experience in purchase of Capital items, e-tender, two-bid system &amp; Financial terms &amp; conditions in purchase contract etc.</li> </ul>



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Ministry of Chemicals & Fertilizers, Govt. of India)



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#### Essential Qualifications & Experience for the post of **Manager (Personnel & Administration)**

S. No.	Details	Requirement
1.	Name of the Post	Manager (Personnel & Administration)
2.	Pay and Allowances	<ul> <li>Pay Matrix Level 12 Basic: Rs.78800/- per month</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul> <li>Upto 45 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.</li> <li>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/Selection Committee and approval of the Competent Authority.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul> <li>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.</li> <li>Minimum 10 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.</li> <li>At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&amp;10 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi- Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.</li> <li>Desirable:</li> <li>Strong oral &amp; written communication skills</li> <li>Knowledge of modern management practices and use of computers</li> <li>Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</li> </ul>
5.	Essential Skill Sets	<ul> <li>Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.</li> <li>Wage &amp; Salary administration, Maintenance of service records and Employee welfare schemes.</li> <li>Contract Labour management, execution of contract agreements &amp; estate management.</li> <li>Employee Disciplinary matters / legal matters, Performance Management, MIS etc.</li> <li>GFR/Purchase of capital items for Central &amp; Govt. organization.</li> <li>Maintenance of Service records, leave records and personal file.</li> </ul>



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### Essential Qualifications & Experience for the post of Manager (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Finance & Accounts)
2.	Pay and Allowances	<ul> <li>Pay Matrix Level 12 Basic: Rs.78800/- per month</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul> <li>Upto 45 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.</li> <li>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/Selection Committee and approval of the Competent Authority.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul> <li>Full time first class any degree from a recognized University with CA / ICWA/ SAS (Commercial) with 08 years relevant post qualification experience.</li> <li>At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&amp;10 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.</li> </ul>
5.	Essential Skill Sets	<ul> <li>Govt. Financial Rules, Budgeting &amp; Cost Accounting Practices, implementing electronic and modern methods of book keeping.</li> <li>Finalization of financial budgets &amp; Accounts including internal/Statutory audit.</li> <li>Funds Management and arranging Finance for purchases.</li> <li>FERA guidelines and Computerized Accounting including Tally / MIS / ERP.</li> </ul>