



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
(CIPET)
(Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India)**



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

Date: 17.02.2021

**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 style="list-style-type: none">• Pay Matrix Level 13 Basic: Rs.123100/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• 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.• 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. <p>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.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Identifying appropriate work areas for outsourcing & management of Contract Labour.• Employee Disciplinary matters /Legal matters, drafting Legal matters, RTI replies & Vigilance Administration.• Departmental Disciplinary Proceedings• Performance Management & Motivation of work force.• Management of Statutory welfare measures such as PF, Civil pension, Gratuity etc.• Expertise in Govt. of India CCS(CCA) Rules, GFR, Supplementary rules etc.• Experience in purchase of Capital items, e-tender, two-bid system & Financial terms & conditions in purchase contract etc.



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
(CIPET)
(Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India)**



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

Date: 17.02.2021

**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 style="list-style-type: none">• Pay Matrix Level 12 Basic: Rs.78800/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• 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.• Minimum 10 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.• At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&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. <p>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.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Wage & Salary administration, Maintenance of service records and Employee welfare schemes.• Contract Labour management, execution of contract agreements & estate management.• Employee Disciplinary matters / legal matters, Performance Management, MIS etc.• GFR/Purchase of capital items for Central & Govt. organization.• Maintenance of Service records, leave records and personal file.



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
(CIPET)
(Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India)**



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

Date: 17.02.2021

**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 style="list-style-type: none">• Pay Matrix Level 12 Basic: Rs.78800/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• Full time first class any degree from a recognized University with CA / ICWA/ SAS (Commercial) with 08 years relevant post qualification experience.• At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&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.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Govt. Financial Rules, Budgeting & Cost Accounting Practices, implementing electronic and modern methods of book keeping.• Finalization of financial budgets & Accounts including internal/Statutory audit.• Funds Management and arranging Finance for purchases.• FERA guidelines and Computerized Accounting including Tally / MIS / ERP.