

Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

Essential Qualification & Experience: Assistant Technical Officer (Skill Development / Processing / Testing /Design / Tool Room / CAD/CAM)

S. No.	Details	Requirement
1.	Name of the Post	Assistant Technical Officer (Skill Development / Processing / Testing /Design / Tool Room / CAD/CAM)
2.	Pay	<ul style="list-style-type: none"> Pay Matrix Level 7 Basic: Rs.44900/-p.m. 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 32 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 1st Class in B.E./B. Tech in Mech/ Chem/Polymer Technology or equivalent with two years relevant post qualification experience. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Full time 1st Class M.Sc. with specialization in Polymer Science with 3 years post qualification experience in relevant field of Polymers/Plastics. At least 3 years experience in pay matrix level-06 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"> Knowledge of Quality Management as per ISO/IEC 17025:2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS preferred. Should have good oral & written communication skills. Competency in hands-on experience in sophisticated machineries/equipments. Experience of planning & execution of production / job order schedule & customer dealing/satisfaction
6.	Remarks	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/-p.m. and after successful completion of training they will be taken as Assistant Technical Officer on probation initially for a period of 02 years.

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Essential Qualification & Experience: Assistant Officer (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Assistant Officer (Finance & Accounts)
2.	Pay and Allowances	<ul style="list-style-type: none"> • Pay Matrix Level 7 Basic:Rs.44900/-p.m. • 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 32 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 B.Com with full time first class MBA (Finance) / Full time first class M.Com from a recognized University with 03 years relevant post qualification experience. • At least 3 years experience in pay matrix level-06 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"> • Should possess sound skills in Government Financial Rules (GFR), Budgeting & Cost Accounting practices, implementing electronic and modern methods of book keeping. • Finalization of financial budgets and accounts including internal/statutory audit • Skill on Funds Management and arranging finance for purchases • Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP
6.	Remarks	The selected candidates will be appointed as Assistant Officer (Finance & Accounts) (Trainee) , initially for a period of one year with a consolidated salary of Rs.44,900/-p.m. and after successful completion of training period, they will be taken as Assistant Officer (Finance & Accounts) on probation initially for a period of 02 years.

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Essential Qualification & Experience: Technical Assistant Gr.III (Tool Room/ Testing/ Processing/Design (CAD-CAM-CAE))

S. No.	Details	Requirement
1.	Name of the Post	Technical Assistant Gr.III (Tool Room/ Testing/ Processing/Design (CAD-CAM-CAE))
2.	Pay and Allowances	<ul style="list-style-type: none"> • Pay Matrix Level 3 Basic: Rs.21700/-p.m. • 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 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines upto a maximum of 05 Years.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> • Dip. in Mech. / DPMT/ DPT/ PGDPTQC/PGDPPT/PDPMD with CAD/CAM; with 01 year relevant post qualification experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • ITI (Fitter / Turner / Machinist) with 02 years relevant post qualification experience
5.	Remarks	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/- p.m. and after successful completion of training they will be taken as Technical Assistant Gr.III on probation initially for a period of 02 years.

Essential Qualification & Experience: Administrative Assistant Gr.III

S. No.	Details	Requirement
1.	Name of the Post	Administrative Assistant Gr.III
2.	Pay and Allowances	<ul style="list-style-type: none"> Pay Matrix Level 3 Basic: Rs.21700/- p.m. 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 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law/ Central Govt. guidelines upto a maximum of 05 Years
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> Graduation in any discipline from recognized University with minimum 52% marks. Minimum 02 years post qualification experience in handling Office Communications. Speed in English typing @ 35 wpm or speed in Hindi Typing @ 30 wpm. (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 keys depressions for each word) Proficiency in Computer operations including knowledge of MS Office, noting and drafting. <p>Desirable:</p> <ul style="list-style-type: none"> Strong oral & written communication skills. Experience in Administration, Establishment, Personnel, Placement matters.
5.	Remarks	The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Administrative Assistant Gr. III (Trainee), initially for a period of one year on a consolidated salary of Rs.21,700/- 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 Administrative Assistant Gr. III on probation initially for a period of two years, in a regular scale with applicable allowances.

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Essential Qualification & Experience: Accounts Assistant Gr.III

S. No.	Details	Requirement
1.	Name of the Post	Accounts Assistant Gr.III
2.	Pay and Allowances	<ul style="list-style-type: none"> Pay Matrix Level 3 Basic: Rs.21700/- p.m. 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 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law/ Central Govt. guidelines upto a maximum of 05 Years
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> Full time first class Graduation in Commerce with working knowledge in Tally Software with 02 years relevant post qualification experience. <p>Desirable:</p> <ul style="list-style-type: none"> Working knowledge of direct & indirect taxation. Govt. purchase procedures Working knowledge of PFMS software
5.	Remarks	The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Accounts Assistant Gr. III (Trainee), initially for a period of one year on a consolidated salary of Rs.21,700/- 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 Accounts Assistant Gr. III on probation initially for a period of two years, in a regular scale with applicable allowances.