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 **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT), RAE BARELI**
(An Institute of National Importance Established under an Act of Parliament)

Advt. No.: RGIPT/RBL/NAS/02/2014

RGIPT invites applications from eligible & experienced finance professionals for appointment to the post of **DEPUTY REGISTRAR (ACCOUNTS & AUDIT). PB-3, GP- Rs. 7600/-**. (Higher pay & higher GP may be considered for exceptional candidates).

Interested candidates are advised to visit: **www.rgipt.ac.in** "Recruitment Page" for detailed eligibility criteria and to download the Application Form.

Last date for submission of application: 17-09-2014

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DR (Admin NT)



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGPT), RAE BARELI
(An Institute of National Importance Established under an Act of Parliament)
Ratapur Chowk, Rae Bareli- 229316, UP

Advt. No.: RGPT/RBL/NAS/02/2014

Rajiv Gandhi Institute of Petroleum Technology (RGPT), Rae Bareli has been set up by Ministry of Petroleum & Natural Gas, Government of India through an Act of Parliament. It has been accorded the status of an 'Institute of National Importance' along the lines of IITs. The prime objectives of the institute are to provide world class education, training and research to roll out efficient human resources to meet the growing requirements of the Petroleum & Energy sectors of India. RGPT is currently operating its academic activities from Rae Bareli (Main Campus).

Applications are invited from eligible and highly experienced finance professionals for appointment to the post of Deputy Registrar (Accounts & Audit) on contract/ absorption basis. The appointment shall initially be on contract for a term of 5 years. Thereafter, the contract may be renewed on similar terms & conditions or the appointment regularized. The age of superannuation for Deputy Registrar is 60 years. Those currently serving in Central Government service/renowned academic or research institute may also apply on Deputation basis.

Post : Deputy Registrar (Accounts & Audit)
No. of post : 01 (One) (UR)
Maximum age : 50 years as on 1st January, 2014
Pay scale : Rs. 15,600-39,100/- Grade Pay: Rs. 7600/-
Higher pay and higher grade pay may be considered for exceptional candidates.
Place of posting : Initial posting will be at Noida (UP), which is subsequently transferable to Rae Bareli/Jais (UP)

ESSENTIAL QUALIFICATION & EXPERIENCE:

(a) A Post Graduate degree in Commerce with 55 % marks or having equivalent grade of 'B' in UGC 7 point scale or qualified CA/ ICWA along with good academic record from high school onwards (55% marks or higher).

(b) Minimum 10 years experience in any one or more areas of Accounting, Auditing, and having working experience of General Financial Rules (GFR). Out of this, 7 years experience in the GP of Rs. 5400/- or higher in any centrally funded educational institutions/Institutions of Higher and Technical Education or Central Public Sector Undertakings.

(c) In case of a qualified CA/ ICWA, candidate must have minimum 8 years experience in above areas.

(d) Candidates should essentially have sound knowledge of all Financial Rules applicable to Central Autonomous Bodies.

DESIRABLE QUALIFICATION:

- (a) Candidates who have passed SAS (Subordinate Accounts Service) or equivalent examination and having supervisory experience in Accounts and Finance functions in Centrally funded Universities / Research Institutes / Institutions of Higher and Technical Education.
- (b) Knowledge of the Central Government Rules related to Finance and Accounts specifically FR & SR, GFR and Audit of Accounts.
- (c) Experience in handling all aspects of finance, liaison with banks and financial institutions, budgeting, MIS, internal audits, able to handle a team of junior accountants.
- (d) Incumbent should have experience in preparation of Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans in Central Autonomous bodies/Central Government Establishments.
- (e) Candidates should be highly computer literate and have ample knowledge of Tally ERP Accounting software.

SIGNIFICANT JOB RESPONSIBILITIES:

- (a) Supervising preparation of quarterly Balance sheet, Receipt & Payment Account, Income & Expenditure accounts, and formulating investment plans
- (b) Fund Management, Investments and Project Payments
- (c) Coordination of Government Audit and Internal Audit
- (d) Formulation and implementation of financial policies and procedures
- (e) Advising and participating in activities where financial inputs/decisions are required viz Project Agreements/ Contracts/Procurements, etc.
- (f) Processing of monthly pay rolls
- (g) Maintaining and reconciling grants and endowments funds
- (h) Prepare monthly financial statements of accounts
- (i) Ensure regular Statutory Payments and Returns
- (j) Coordination with Central/State Government Agencies

GENERAL INSTRUCTIONS

GENERAL TERMS & CONDITIONS

1. The above post is as per the Central Government pay scales and carries allowances as per Government of India rules.
2. The post is covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, Children Education etc. as per the Govt. / Institute norms.
3. Higher pay and higher grade pay may be considered for exceptional candidates.
4. The initial appointment to the post of Deputy Registrar (Accounts & Audit) shall be on 5 years contract. Thereafter, it may be renewed on similar terms & conditions or regularized.
5. The age of superannuation for Deputy Registrar is 60 years.
6. Eligible candidates recently retired from regular services of Central Govt./ reputed centrally funded Academic or Research institute up to the age of 62 years as on 1st January, 2014 and possessing relevant work experience described above may be considered for contractual assignment in case no regular candidate is found suitable.
7. The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of the same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, the institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications/ experience prescribed along with attested photocopies of marks sheets / certificates.
8. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
9. The institute reserves the right to not to fill up the advertised post or cancel the Advertisement without assigning any reason thereof and its decision in this regard shall be final.
10. Relaxation in age to Government Servants shall be as per Government of India norms.
11. Initial posting will be at Noida (UP), which is subsequently transferable to Rae Bareli/Jais (UP)
12. All educational degrees should be from Government recognized (i.e. AICTE, UGC, etc.) institutions. These approvals must be in place when the degree was awarded as well as when the application is made for a job at RGIPT.
13. The institute reserves the right to reject any or all the applications without assigning any reasons thereof.
14. Canvassing in any form or on behalf of a candidate will be a disqualification.

15. If any declaration given or information furnished by candidate is found to be false or they have willfully suppressed any material information, candidate shall be liable to removal from service, be that at any stage.

SELECTION OF CANDIDATE:

1. Selection is solely based on performance in test and/or interview. The Institute reserves right to place a reasonable limit on the number of candidates to be called for test and/or interview. In such cases, marks scored in written test will not carry any weightage in selection.

HOW TO APPLY:

1. All candidates who fulfill the eligibility criteria must apply in prescribed format.

2. Candidates should mandatorily furnish their Mobile No. and e-Mail ID for fast-track purposes.

3. Filled in application with all testimonials should reach the office of Registrar by 17-09-2014 by Registered Post/Speed Post/Courier. **Application should be superscribed with “Advt. No.: RGIPT/RBL/NAS/02/2014” and “Application for the Post of Deputy Registrar (Accounts & Audit)”**

4. Candidates serving in Government organization / Public Sector Undertakings/ Autonomous bodies must apply ‘Through Proper Channel’. However, they may send an advance copy of their Application Form before the last date of submission of application form. Such candidate will be required to produce ‘No Objection Certificate ‘at the time of interview and failing this, candidate shall not be allowed to appear in the selection process and his/her travel expenses shall not be reimbursed.

5. Those candidates, who are applying for appointment on deputation basis, should submit the application along with attested copies of their ACR for the preceding 3 years.

6. Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph or received after last date shall be summarily rejected.

LAST DATE OF APPLICATION SUBMISSION:

1. Application form complete in all respect should be sent by Speed Post/Registered Post/Courier on following address:

The Registrar
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
Ratapur Chowk, Rae Bareli- 229316, Uttar Pradesh

2. Last date of receipt of application: 17-09-2014.



Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

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Ratapur Chowk, Rae Bareli- 229316, UP

APPLICATION FORM

(Application shall be filled in own handwriting, Use extra sheets if necessary)

Application No
(For Office Use Only)

Advt. No.: RGIPT/RBL/NAS/02/2014

To
The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli - 229316 (UP)

Affix a recent passport size photograph duly attested by the candidate

Post applied for: Deputy Registrar (Accounts & Audit)

1. Name:
(Mr./Ms.) (Surname) (Middle) (First)

2. Marital Status: Married / Single

3. Whether claiming reservation under SC/ST/OBC Category: _____
(if yes, please attach caste certificate as applicable)

4. Father's/ Husband's Name _____

5. Nationality:

6. Date of Birth (DD\MM\YYYY): _____

7. Address for Communication:

Mobile No :-----

E-mail :-----

8. Have you ever been convicted by court of law or Is there any criminal case/disciplinary action/vigilance enquiry pending against you? If yes, please specify _____



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9. Educational/Professional Qualifications (from Class X onwards)

(Please attach attested copies of certificates and mark sheets):

Year	Examination Passed	Full-time/Part-time/Distance Learning	Board/ University	Division/ %

10. Computer proficiency (Please specify the courses you have attended and knowledge you have)

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11. Details of employment in reverse chronological order:

(Please attach proof of experience, attach extra sheet if required):

Period of Employment		Period of each employment in year/ month	Designation	Name and address of Employer	Scale of Pay and Basic pay/ Gross Pay	Brief Description of Duties/ Responsibilities
From	To					

12. Referees:

Name :	Name :
Designation:	Designation:
Address :	Address :
Email :	Email :
Phone No :	Phone No :
Fax :	Fax :



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13. Details of family members (please indicate who are presently dependent upon you):

Relation	Name & Age	Dependent	Current Occupation (Working/Studying/ Others)	Suffering from any disease?	Give details if you or any of your dependents suffering from any of the following ailments: (a) Hypertension (b) Diabetes (c) Heart disease (d)STD/ISD, (e)AIDS (f)Infectious Skin Disease (g)Renal Disorder (h)Thalassaemia or (i) Br. Asthma?
Self		Self		Yes/No	Smoking (Yes/ No) Other ailments(Pls. specify):
Father		Yes/No		Yes/No	
Mother		Yes/No		Yes/No	
Wife		Yes/No		Yes/No	
Son(s)		Yes/No		Yes/No	
Daughter(s)		Yes/No		Yes/No	
Others		Yes/No		Yes/No	

14. DECLARATION

I, _____ hereby declare that all the details submitted above are true to the best of my knowledge and belief.

Date:

(Signature of applicant)

Place:



Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institute of National Importance Established under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, UP

15. List of enclosures (Please list the documents attached):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.