



# INDIAN INSTITUTE OF PETROLEUM & ENERGY VISAKHAPATNAM

## ADVERTISEMENT FOR OUTSOURCED POSITION

Advt. No.: IPE/Advt./NTS/Outsource/2025/01

Date: 22<sup>nd</sup> April, 2025

Applications in the prescribed format along with required documents are invited from the interested candidates for the following positions for institutional services on outsource (**deployment through Outsourcing Manpower Agency**). The position is purely temporary in nature and may co-terminus with the contract of the manpower agency with this Institute. The details of the position are as follows:

S.No	Name of the Outsourcing Post	No. of Posts	Pay (Consolidated)
01	Admin Executive	01 (One)	In the range between Rs. 20,000/- to Rs. 30,000 per month*

\*The consolidated pay shall be fixed in the specified range, based on the recommendations of the Selection Committee.

### Qualifications & Experience:

Name of the Outsourcing Post	Qualification & Experiences	Upper age Limit
Admin Executive	<b>Essential:</b> (i) Bachelor's Degree in any discipline with at least 55% marks or an equivalent CGPA in a grade point scale from a recognized University/ Institute; <b>Desirable:</b> (i) Experience in handling Administrative / Finance / Stores & Purchase / Establishment matters. (ii) Proficiency in the use of variety of computer applications such as M.S. Word, Excel, Power-point, etc.;	32 Yrs

### General Instructions to the Candidates:

1.	The candidate must be a citizen of India.											
2.	Candidates should read carefully the requisite minimum essential qualifications and experience criteria laid down in the advertisement.											
3.	The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute and may co-terminus with the contract of the manpower agency with this Institute. The salary will be paid through the manpower agency engaged by IPE Visakhapatnam. Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/ post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.											
4.	There is no application fee for application form.											
5.	Shortlisted candidates shall be called for Written Test, Computer Proficiency Test & Interview. Mere qualifications may not ensure short-listing, and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates. The candidate needs to bring all the original documents for verification during written test.											
6.	<b>Method of Selection:</b> <table border="1"><thead><tr><th>Stage-I</th><th>Written Test</th><th>Maximum Marks - 70</th><th rowspan="2">Minimum qualifying marks are <b>45%</b> in each test individually.</th></tr></thead><tbody><tr><td></td><td>Computer Proficiency Test</td><td>Maximum Marks - 30</td></tr><tr><th>Stage-II</th><th>Interview</th><th>Maximum Marks - 50</th><th>-</th></tr></tbody></table> <p>The candidates who qualified in the Written Test and Computer Proficiency Test (Stage-I) will be called for Interview (Stage-II). Final selection will be made solely based on the performance in the Interview (Stage-II).</p>	Stage-I	Written Test	Maximum Marks - 70	Minimum qualifying marks are <b>45%</b> in each test individually.		Computer Proficiency Test	Maximum Marks - 30	Stage-II	Interview	Maximum Marks - 50	-
Stage-I	Written Test	Maximum Marks - 70	Minimum qualifying marks are <b>45%</b> in each test individually.									
	Computer Proficiency Test	Maximum Marks - 30										
Stage-II	Interview	Maximum Marks - 50	-									
7.	The interested candidates possessing the requisite qualification & experience are required to send the completed form in the prescribed format placed at <b>Annexure-1</b> , along with one set of original scanned self-attested relevant copies of testimonials/ mark-sheets, certificates and age proof on or before <b>27<sup>th</sup> April, 2025</b> through email to < <a href="mailto:staffrecruitment@iipe.ac.in">staffrecruitment@iipe.ac.in</a> >. Incomplete applications or applications not in the prescribed format or without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.											



Sd/-  
Registrar

**INDIAN INSTITUTE OF PETROLEUM AND ENERGY VISAKHAPATNAM****Proforma of Application Form****(A) General Information**

1.	Post applied for	Admin Executive (Outsource Basis)	Paste recent passport size photograph
2.	Full Name (in Block letters)		
3.	Father's / Husband Name		
4.	Gender (Male/ Female/Others)		
5.	Date of Birth	...../...../.....	
6.	Age as on <b>27.04.2025</b>	..... Years ..... Months ..... Days	
7.	Marital Status	Married/ Unmarried	
8.	Mobile No.		
9.	Email Address		
10.	Correspondence Address		
11.	Permanent Address		

**(B) Academic Qualifications:**

Sl.	Name of the Degree	Subjects/ Specialization	Board/ University	Year of passing	Percentage/ CGPA
1.	10 <sup>th</sup> Class/ equivalent				
2.	10+2/ equivalent				
3.	Bachelor's Degree				
4.	Master's Degree				
5.	Other (Specify)				

**(C) Experience (duly supported with certificates issued by the concerned employer (s))**

Chronological list of experience							
Sl	Designation	Name of the Employer	Period of Experience		No. of years/ months	Scale of pay & Gross emoluments	Nature of work done
			From date	To date			

**(D) Additional Information, if any:**

**Declaration:** I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this application as well as attached sheets are true to the best of my knowledge and belief. If any part of the information given is found to be false or incorrect, I shall forfeit the claim to the post and will be liable to the disciplinary action.

Date:



Signature of Applicant