



भारतीय पेट्रोलियम और ऊर्जा संस्थान विशाखापत्तनम  
INDIAN INSTITUTE OF PETROLEUM AND ENERGY  
VISAKHAPATNAM

Advertisement No.: IIPE/NTS (Contract)/02/2026-27 dated: 23.04.2026

Indian Institute of Petroleum and Energy (IIPE) an Institution of National Importance enacted by the Parliament vide the Indian Institute of Petroleum & Energy Act, 2017 (No: 3 of 2018).

The Institute invites **ONLINE** applications from Indian Nationals to fill up the following Non-Teaching position **on Contract basis**:

Post No.	Name of the Post(s)	Upper Age Limit (Years)	No. of Vacancy	Consolidated Pay (per month)
1	Placement Officer (On Contract)	40 years	01 (UR)	Rs. 80,000/- to Rs. 1,00,000/- *

\* The consolidated pay shall be fixed in the specified range, depending on qualification and experience and as recommended by the Selection Committee.

The Commencement date and the last date for submission of online applications:

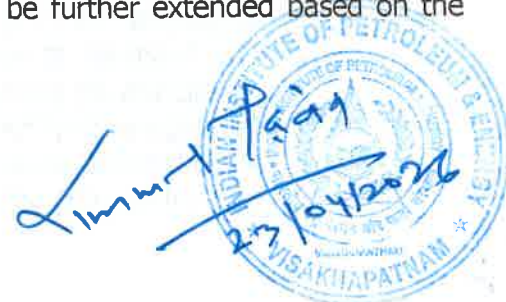
Commencement of Online Application	24 <sup>th</sup> April, 2026, 09:00 AM IST
Last date for submission of Online Application	23 <sup>rd</sup> May, 2026, 05:00 PM IST

Following are the essential and desirable qualifications for the post notified:

Post Name	Essential, Desirable qualifications and Experience
Placement Officer (On Contract)	<p><b>Essential:</b></p> <p>Master's Degree in Engineering/ Technology/ Management preferably in HR/ IRPM with at least 55% marks in the qualifying degree from a recognised University / Institute with at least <b>05 years'</b> relevant experience in training &amp; placement activities of Engineering students, in Pay Level 7 or equivalent.</p> <p><b>Desirable:</b></p> <p>(i) Experience in CFTIs/ Institutions of National Importance or similar Central Govt. Institutions or reputed organisations. Working knowledge of computer applications.</p>

Terms & Conditions of the Contract for the post:

(i) The initial term of the contract is for **02 years** which can be further extended based on the performance of the employee.



(ii) The contractual employee for the notified position shall be offered consolidated pay in the range of **Rs. 80,000/- to Rs. 1,00,000/- per month** with an annual increment @ 3%, in addition to the payment of statutory obligations such as EPF, ESI etc., as applicable.

(iii) The selected applicant shall be eligible for **2.5 days of Earned Leave** for each completed month of service in a calendar year. This leave will not be carried forward in case the appointment period is extended by this Institute. Also, no payment in lieu of unutilized leave will be paid by this Institute at the time of expiry of contract.

(iv) Medical facilities from the Institute's Health Centre and as per the Institute's norms.

(v) The Institute's **accommodation** will be provided to the selected candidate at the permanent campus subject to the availability as per norms. However, no HRA will be paid in lieu.

(iv) The engagement on contract for the said position will not bestow any right on the candidate for claiming any further appointment/ engagement at IIPe.

**Job Function:** The Placement Officer will report to the Professor-in-charge of Career Development Cell (CDC) of the Institute. He/she will be responsible to develop credible reciprocal relations with industry, companies and business houses related to oil & gas, mining, chemicals, energy, pharma, analytics, consulting, IT and Start-ups. He/ She is responsible in planning and organizing various activities of CDC including internships and campus placement drives with companies, and maintaining data base of companies/industries. He/ She will continuously review, report and develop campus placement strategies by engaging with all stakeholders. Explore, reach out, interact with Management & HR of industry for training & placement opportunities. He/ She is also responsible to arrange invited talks by various industry/academic experts on career related topics. He shall be responsible to discharge any other duties and responsibilities that may be assigned from time to time.

**Competencies:** Office planning and organising, building relationship with public and private sectors companies, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English and Hindi, good presentation skills and able to travel within the Country for longer period at a short notice. Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools.

### GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	The candidate must be a citizen of India.
2.	Candidates are required to submit <b>ONLINE</b> applications only. Printout of the ONLINE application form is <b>NOT</b> required to be submitted to the Institute. <b>OFFLINE applications, if submitted, will be summarily rejected.</b>
3.	Online mode of applications can be accessed through the link: <b><a href="https://ntsrecruitment.iipe.ac.in">https://ntsrecruitment.iipe.ac.in</a></b> .
4.	All educational qualifications must be from a recognised Board / University / Institute only.
5.	Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
6.	The candidates applying for the post should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, her / his candidature will be summarily rejected.
7.	The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
8.	(a) Regular Employees working under CFTI system/ Institutes of National Importance, who are otherwise educationally qualified, would be eligible for age relaxation up to 50 years of age, where the upper age limit for the respective post is less than 50 years. For Post(s)

*Handwritten signature and date:*  
23/4/2022



	<p>having maximum age 50 years or above, five years age relaxation would be given to regular employees working under CFTI system/ Institutes of National Importance.</p> <p>(b) In case of candidates serving in the IIPE for at least three years on a contractual / outsourcing post, the maximum age limit is 50 years.</p>												
9.	<p><b>Application Fees: Rs. 500/- for UR/EWS/OBC</b> candidates. It is to be paid through online portal. SC/ST/PwD/Female candidates are exempted from payment of the application fee provided documentary proof for the same is submitted at the time of applying online.</p> <p>The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.</p>												
10.	<p>(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. The Screening Committee / Selection Committee may formulate additional criteria based on academic performance and / or years of experience of the applicants. Fulfilling qualifications per-se does not entitle a candidate to be called for the selection process.</p> <p>The Institute reserves the right not to fill up the post or cancel the Advertisement in whole or part without assigning any reason, and its decision in this regard shall be final.</p>												
11.	The closing date for application submission shall be the cut-off date for age, and educational qualification.												
12.	<p>Applications will be summarily rejected if not all the relevant certificates (Experience/ Educational/ Proof of DoB etc.) are uploaded as per the instructions. The certificates of work experience should be in proper format i.e. it should clearly state his/ her designation, period of service in the particular organisation, nature of work assignment(s) and the pay.</p> <p>The Experience letter should be on the organisation's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their signature and stamp. Pay slips/ Office orders/ Appointment orders or any other documents shall not be considered as proof experience.</p>												
13.	<p><b>Method of Recruitment:</b> A preliminary shortlisting of the candidates shall be made based on essential qualifications and experience mentioned in the advertisement. Screened-in / shortlisted candidates will be required to appear for below tests:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Stage-I</b></th> </tr> </thead> <tbody> <tr> <td>Written Test*</td> <td style="text-align: right;">80 Marks</td> </tr> <tr> <td>Computer Proficiency Test*</td> <td style="text-align: right;">20 Marks</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>100 Marks</b></td> </tr> <tr> <th colspan="2" style="text-align: center;"><b>Stage-II</b></th> </tr> <tr> <td>Presentation &amp; Interview</td> <td></td> </tr> </tbody> </table> <p>* Above mentioned tests will be conducted wherever required.</p> <p>The Written Test and Computer Proficiency Test will be qualifying in nature and their marks will not be accounted for the preparation of final merit. The Committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for each i.e. Written &amp; Computer Proficiency Test individually. Only the candidates who qualify in Written &amp; Computer Proficiency Test individually will be called for Presentation &amp; Interview. <b>The final selection will be solely based on Presentation and Interview before the Selection Committee.</b></p>	<b>Stage-I</b>		Written Test*	80 Marks	Computer Proficiency Test*	20 Marks	<b>Total</b>	<b>100 Marks</b>	<b>Stage-II</b>		Presentation & Interview	
<b>Stage-I</b>													
Written Test*	80 Marks												
Computer Proficiency Test*	20 Marks												
<b>Total</b>	<b>100 Marks</b>												
<b>Stage-II</b>													
Presentation & Interview													
14.	Institute reserves its right to decide the selection process method depending upon the number of applications / shortlisted candidates.												
15.	An amount equivalent to 2 <sup>nd</sup> AC train fare / Airfare (Economy) will be reimbursed to the candidates shortlisted for the <b>Presentation &amp; Interview (Stage-II)</b> on production of Ticket/ Boarding pass.												
16.	The persons presently working on regular basis in the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs												



21/04/2026  
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	<p>are to submit <b>No Objection Certificate (NOC)</b> from their employer for applying against this advertisement. They may submit their online application without NoC, but the same shall be treated as Advance Copy, and such candidates shall be required to submit NOC when asked for/ while attending a Written Test/ Interview, failing which their candidature may not be considered.</p> <p>In case of such anticipated delay in getting NoC, candidates may submit/upload wherever required at the time of filling online application, a scanned copy of the undertaking stating:</p> <p>"I, (Name of the candidate, aged, residence) am working in (Name of the organisation) as (Post Name) from (date of joining the current organisation). I, hereby state that I will produce the NOC from the current employer at the time of test / interview / verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test / interview and any other process."</p> <p>The undertaking is to be signed by the candidate with the date.</p>
17.	No correspondence will be entertained from the candidates regarding the selection process and the reasons for not being called for the selection process.
18.	Canvassing in any form may lead to the cancellation of the candidature.
19.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
20.	The appointment of the selected candidate is subject to medical fitness as per the Institute norms.
21.	In case of any dispute / ambiguity arising out of the selection, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of High Court of Andhra Pradesh only.
22.	All the candidates shall produce self-attested copies of all the certificates (educational/ caste/ experience etc.) along with originals for verification at the time of selection process.
23.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to visit the Institute's website ' <a href="http://www.iipe.ac.in">www.iipe.ac.in</a> ' regularly. They should also regularly check their email account for updates.
24.	Candidates will be shortlisted for Tests / selection process on the basis of the information provided by them in their online applications. They must ensure that provided information are correct. Suppose at any subsequent stage or at the time of Test any information given or any claim made by them in their online application is found to be false/ incorrect. In that case, their candidature/appointment will be liable to be rejected/terminated, including necessary legal action, if any.
25.	Applications forms incomplete in any way or not have required educational / experience certificates or attested the latest photograph is liable to be rejected without intimation. The submitted photograph must be taken within the last one month.
26.	Candidates are advised to fill in their correct and active email addresses in the Application, as the Institute will make all correspondence through Email only. Test/Interview schedule will be informed by email in due course to the shortlisted candidates in their registered Email or will be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the Institute website regularly for subsequent amendments, if any, in the advertisement and results.
27	The last date of closing online application is <b>23<sup>rd</sup> May, 2026, 05:00 PM IST</b>

Candidates who encounter any technical problems while applying for the online application form may send their queries to the email '[staffrecruitmentqueries@iipe.ac.in](mailto:staffrecruitmentqueries@iipe.ac.in)'. It will be available till the closing date of the application only.



Date: 23.04.2026

*Aruna Jain*  
23.04.2026  
Registrar  
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