



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

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Andhra University, Visakhapatnam – 530 003

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Ref. No.: IPE/Estb/LDCE/2025/01

Date: 21<sup>st</sup> March 2025

## **ADVERTISEMENT**

### **Advertisement for selection to the posts of Senior Assistant and Senior Lab Assistant through Limited Departmental Competitive Examination (LDCE).**

The Institute invites application in the prescribed format from eligible **regular employees** of the Institute (IPE) for appointment of following administrative / technical post (s) through **Limited Departmental Competitive Examination (LDCE)**.

SI. No.	Name of the Post(s)	Level in the Pay Matrix of 7 <sup>th</sup> CPC	Eligibility
1.	Senior Assistant (Group C)	Pay Level-5	<p>Junior Assistants who have completed <b>03 years</b> residency period in Pay Level-3 at the Institute.</p> <p><b>Essential qualifications:</b></p> <p>Bachelor's Degree or equivalent in any discipline with at least 55% marks or an equivalent Grade of B in the UGC seven points scale.</p> <p><b>Desirable qualifications:</b></p> <p>Experience in handling Administrative / Finance / Stores &amp; Purchase / Establishment matters.</p> <p>Proficiency in the use of variety of computer office applications, MS Word, Excel, Power Point is a must.</p>
2.	Senior Lab Assistant (Group C)	Pay Level-5	<p>Lab Assistants who have completed <b>03 years</b> residency period in Pay Level-3 at the Institute.</p> <p><b>Essential qualifications:</b></p> <p>(i) Bachelor's Degree or equivalent in Engineering in the relevant discipline with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University / Institute.</p> <p><b>(OR)</b></p> <p>Three years Diploma in relevant discipline and with at least 55% marks or an equivalent CGPA in grade point scale in qualifying degree from a recognized University / Institute.</p> <p><b>(OR)</b></p> <p>ITI / NCVT recognised vocational training with 55% marks in relevant trade.</p>

			(ii) Proficiency in the use of variety of computer office applications, MS Word, Excel, Power Point is a must.  <b>Desirable qualifications:</b>  Experience in handling sophisticated laboratory equipment in reputed educational institutions / Institutions of National Importance and similar Central govt. organizations or research laboratories.
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**General Instructions:**

1. **Mode of selection:** Screened-in/ Shortlisted candidates will be required to appear for below Tests:

(i) **For the post of Senior Assistant:**

<b>Stage I</b>	
Screening Test*	100 Marks
<b>Stage II</b>	
Written Test	80 Marks
Computer Proficiency Test	20 Marks
<b>Total Marks</b>	<b>100 Marks</b>

\*In case large number of candidates are shortlisted, screening test may be conducted to restrict the candidates appearing for Written Test and CPT to a reasonable number as deemed fit but not less than 10 against one set. Marks of screening test will not be added for the preparation of merit list. Merit list shall be prepared based on performance in the Written Test and Computer Proficiency Test. A merit list of candidates who qualify in both tests will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test.

The screened candidates will be called to appear in the Written Test and Computer Proficiency Test. A merit list of candidates who qualify in both tests will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for Written Test and Computer Proficiency Test individually, in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

(ii) **For the post of Senior Lab Assistant:**

<b>Stage I</b>	
Trade Test	100 Marks
<b>Stage II</b>	
Written Test	80 Marks
Computer Proficiency Test	20 Marks
<b>Total Marks</b>	<b>100 Marks</b>

The shortlisted candidates will be called to appear in the Trade Test (qualifying in nature). The candidates qualified in the Trade Test will be called for Written Test and Computer Proficiency Test. A Merit List of candidates who qualify in the Written Test and Computer Proficiency Test, will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee constituted to conduct the Written Test, Computer Proficiency Test and Trade Test will decide the minimum qualifying marks for each test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

2. The Screening Test / Trade Test, Written Test and Computer Proficiency Test for the shortlisted candidates, as applicable, will be at IPE Visakhapatnam. **The date for the above said examinations will be intimated separately through Institute's website.**
3. The number of posts of Senior Assistant available for promotion through LDCE mode is **04 (Four)** and the number of posts of Senior Lab Assistant available for promotion through LDCE mode is **04 (Four)**.
4. The selection to the above posts as advertised will be made as per the provisions mentioned in 'Recruitment and Promotion Policy for Non-Teaching Posts' of IPE Visakhapatnam as revised from time to time and relevant government rules.
5. Candidates falling short or not fulfilling any of the criterion as mentioned in above rules will not be considered for promotion and their application will be summarily rejected.
6. Reservation in promotions to the eligible candidates will be considered as per Government of India norms. Accordingly, the reservation roster will be followed.
7. Candidates are required to calculate their experience as on cut-off date which is **04<sup>th</sup> April, 2025**.
8. IPE Visakhapatnam through its competent authority reserves the right to amend / cancel / withdraw / add / delete any content of the above advertisement.
9. Duly filled and signed applications as per the attached prescribed format with all necessary documents and Vigilance Clearance Certificate must be sealed in an envelope and it should reach the Establishment Section through Speed Post / Registered / By Hand by **05.30 PM** on or before **04<sup>th</sup> April, 2025**.
10. The Sealed envelope is to be addressed to "The Director, Indian Institute of Petroleum and Energy, 2<sup>nd</sup> Floor, Main Building, Andhra University College of Engineering (A), Andhra University, Visakhapatnam – 530003 (AP).
11. For details, please see the 'Recruitment and Promotion Policy for Non-Teaching Staff' of the IPE, uploaded on the Institute's website.
12. For any further updates, please visit the Institute's website.

Sd/-  
**Director, IPE**

**Encl:** Application Form.