



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Main Building, II Floor, AU College of Engineering (A)

Andhra University, Visakhapatnam – 530 003

Telephone No.: 0891-2585152, Email: office@iipe.ac.in, website: www.iipe.ac.in

Ref. No.: IPE/Estb/105

Date: 23rd October, 2024

ADVERTISEMENT

Advertisement for Selection in the posts of Assistant Registrar and Junior Superintendent through Limited Departmental Competitive Examination (LDCE).

IIPE Visakhapatnam, invites application from eligible regular employees of the Institute (IIPE) for appointment on following administrative posts through Limited Departmental Competitive Examination (LDCE).

SI. No.	Name of the Post(s)	Level in the Pay Matrix of 7 th CPC	Eligibility
1.	Assistant Registrar	Pay Level – 10	Superintendent working in IIPE Visakhapatnam who have: - Essential qualifications: (i) Master's Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven-point scale and having 04 years relevant administrative experience as Superintendent working in IIPE in the revised Pay Level-7 or equivalent Desirable qualifications: (i) A degree in Law/ Management/ Engineering/ CA/CS/ICWA from a recognised University/ Institute. (ii) Proficiency in the use of various computer office applications M.S. Word, Excel, Power-point.
2.	Junior Superintendent	Pay Level – 6	Senior Assistant or its equivalent working in IIPE Visakhapatnam who have: - Essential qualifications: (i) Bachelor's Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven-point scale and having 03 years relevant experience as Sr. Assistant or its equivalent, working in IIPE in the revised Pay Level-5 or equivalent.



			<p>Desirable qualifications:</p> <p>(i) Professional qualification in area of Management/ Finance & Accounts;</p> <p>(ii) Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-point is a must.</p>
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General Instructions:

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

For the Post of Asst. Registrar:		
Step I: Written Test	80 Marks	Tests will be conducted as per the requirement. These will be qualifying in nature.
Step II: Computer Proficiency Test	20 Marks	
Total	100 Marks	
Step III : Presentation & Interview	Final Selection is basis on Presentation & Interview before the Selection Committee.	

For the Post of Junior Superintendent:		
Step A: Screening Test	100 Marks	Test will be conducted as per the requirement. This test is qualifying in nature.
Step I: Written Test	80 Marks	Selection is based on the merit list by the marks obtained in these tests.
Step II: Computer Proficiency Test (CPT)	20 Marks	
Total	100 Marks	

- The selection in 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.
- 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.
- Reservation in promotions to the eligible candidates will be considered as per Government of India norms. Accordingly, the reservation roster will be followed.
- Candidates are required to calculate their experience as on cut-off date which is **06th November, 2024.**
- IPE Visakhapatnam through its competent authority reserves the right to amend / cancel / withdraw / add / delete any content of the above advertisement.
- Duly filled and signed applications with all necessary attachments 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 **06th November, 2024.**

The Sealed envelope is to be addressed to "The Director, Indian Institute of Petroleum and Energy, 2nd Floor, Main Building, Andhra University College of Engineering (A), Andhra University, Visakhapatnam – 530003 (AP).

Handwritten signature and date: 23/10/2024



Director, IPE



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE)

Last Date to Apply: **06th November 2024**

Name with Employee Code (In Block Letters)		Passport Size Photo		
Father's Name				
Present Post / Designation				
Date of Joining in Present Post / Designation				
Experience in Present Post / Designation as on _____				
Pay Level and Basic Pay of Present Post as on _____				
Phone / mobile No. & Email ID				
Date of Birth				
Category (OBC/SC/ST/General)				
Date of joining at IIPe				
Date of Last Promotion (DPC)				
Date of Last Upgradation (ACP/MACP)				
Gradings in APARs (Copies to be attached)	2023-24	2022-23	2021-22	2020-21

Educational Qualification: Starting with Secondary Education (please submit the documentary evidence even if these are available in Establishment Section. Please attach photo copies of all qualifications): -

Examination	Branch / Stream	Name of College / University	Year of Pass	Percentage / Grade	Class / Division

I hereby declare that all the entries in this form as well as attached photo copies of documents are true to the best my knowledge.

Date:
Place:

(Signature of Applicant)