



भारतीय पेट्रोलियम और ऊर्जा संस्थान विशाखापत्तनम
INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM – 530003

Advertisement No.: IIPE/NTS (Regular) /01/2024-25 dated: 15.03.2025

Indian Institute of Petroleum & 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 eligible Indian Nationals to fill up the following vacant regular posts through **Direct Recruitment** Basis.

Sl. No.	Name of the Post	Pay Level (As per 7 th CPC)	Upper Age Limit (Years)	Total Vacancies	Vertical Reservation				
					SC	ST	OBC	EWS	UR
GROUP 'A' NON-TEACHING POSITIONS									
01	Superintending Engineer	PL-13	50 years	01	-	-	-	-	01
02	Assistant Registrar	PL-10	40 years	02	-	-	-	-	02

Abbreviations:

SC: Scheduled Caste	ST: Scheduled Tribe	OBC: Other Backward Classes	EWS: Economically Weaker Sections	UR: Unreserved
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Horizontal Reservation: The Horizontal Reservation for Ex-Servicemen to the extent of 10% (in Group C posts) and PwD persons to the extent of 4% means the reservation which would cut across the vertical reservation and the persons selected shall be placed in the appropriate category by making necessary adjustments.

Suitability of the post for PwBD: Persons with disabilities (PwD) are encouraged to apply. The following posts are identified as suitable for the candidates belonging to the category of Persons with Benchmark Disability (PwBD):

Post Name	Categories of disabled suitable for the job
Superintending Engineer	OL, OA, HH
Assistant Registrar	OL, OA, B, LV, HH

Abbreviations: **OL**-One leg; **OA**-One arm; **B**-Blind; **LV**-Low Vision; **HH**-Hard of Hearing;

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

Commencement of Online Application	15th March, 2025, 09:00 AM IST
Last date for submission of Online Application	31st March, 2025, 05:00 PM IST

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

Post / Pay Level	Essential, Desirable qualifications and Experience
<p>Superintending Engineer (Pay Level-13)</p>	<p><u>Essential:</u></p> <p>(i) Masters' degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized University / Institute with at least 55% marks in the qualifying degree with at least 05 years relevant experience at Pay Level-12 in CPWD / PWD or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organization/ Universities / reputed Institutes / Organizations under Central / State Govt.;</p> <p style="text-align: center;">(OR)</p> <p>Bachelor's degree or equivalent in the Engineering (Electrical / Civil Engineering) from recognized University / Institute with at least 55% marks in the qualifying degree with at least 07 years of experience in relevant field in Pay Level-12 in CPWD / PWD or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organization / Universities / reputed Institutes / Organizations under Central / State Govt.;</p> <p>(ii) Experience in handling construction and construction management related software, like Computer Aided Design (CAD) etc.</p> <p><u>Desirable:</u></p> <p>(iii) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities;</p> <p>(iv) Experience of working with High Tension lines, electrical maintenance, planning and execution of electrical works or civil engineering, designing and estimation, construction management etc., as relevant to the profession.</p>
<p>Assistant Registrar (Pay Level-10)</p>	<p><u>Essential:</u></p> <p>(i) Master's Degree or equivalent in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 05 years of relevant administrative experience in supervisory capacity in Govt. office / University / technological institution or an organisation of repute in the Pay Level – 7 or equivalent.</p> <p><u>Desirable:</u></p> <p>(iii) A Degree in Law / Management / Engineering / CA / CS / ICWA from a recognised University / Institute.</p> <p>(iv) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p> <p>(v) Proficiency in the use of various computer office applications, M.S. Word, Excel, Power-point.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	The candidate must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is NOT required to be submitted to the Institute. OFFLINE applications, if submitted, will be summarily rejected.
3.	Online mode of applications can be accessed through the link: <u>https://ntsrecruitment.iipe.ac.in</u> .
4.	Please read the General Instructions to the candidates on the online application portal carefully .
5.	All educational qualifications must be from a recognised Board / University / Institute only.
6.	Valid Category Certificate (SC/ST/OBC-NCL/EWS/PwD etc.) to be uploaded, if applicable. The EWS and OBC-NCL Certificate issued by the Competent Authority, based on the income for the FY 2023-24 (i.e issued on or after 01.04.2024) would be considered as valid.
7.	Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
8.	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.
9.	Age relaxation against reserved posts shall be admissible for the respective categories as per Government of India norms.
10.	The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
11.	Separate application form must be filled, if a candidate is applying for more than one post.
12.	(a) Age relaxation shall be given for SC/ST/OBC(NCL)/Persons with Disability (PwD)/ Ex-Serviceman, Central Government Employees as per GoI norms. (b) 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) 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. (c) In case of candidates serving in the IPE for at least three years on a contractual/ outsourcing post, the maximum age limit is 50 years.
13.	(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. (b) Fulfilling qualifications per-se does not entitle a candidate to be called for the selection process. 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.
14.	The closing date for application submission shall be the cut-off date for age, and educational qualification.
15.	The Institute reserves the right to assign/ transfer the selected candidates to any section/ department within the Institute and appointments will be offered accordingly.

16. **Application Fees: Rs. 500/- for UR/EWS/OBC** candidates for both the positions. 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.

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.

17. **Method of Recruitment:**

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:

(i) For the post of Superintending Engineer:

Stage-I	
Trade Test*	100 Marks
Stage-II	
Written Test*	80 Marks
Computer Proficiency Test*	20 Marks
Total	100 Marks
Stage-III	
Presentation & Interview	

* Above mentioned tests will be conducted wherever required.

The selection process will be conducted in knock-out stages. The shortlisted candidates will be called to appear in the Trade Test. Only the candidates who qualify in the Trade Test will be called for Written Test and Computer Proficiency Test. Subsequently, only those candidates would be called for presentation and interview who qualify the Written Test and Computer Proficiency Test individually. The marks scored in Trade Test, Written Test and Computer Proficiency Test will not be accounted for the preparation of final merit. **The final selection will be solely based on Presentation and Interview before the Selection Committee.** The Committee constituted to conduct the Trade Test, Written Test and Computer Proficiency Test will decide the minimum qualifying marks.

(ii) For the post of Assistant Registrar:

Stage-I	
Written Test*	80 Marks
Computer Proficiency Test*	20 Marks
Total	100 Marks
Stage-II	
Presentation & Interview	

* Above mentioned tests will be conducted wherever required.

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 & Computer Proficiency Test individually. Only the candidates who qualify in Written & Computer Proficiency Test individually will be called for Presentation & Interview. **The final selection will be solely based on Presentation and Interview before the Selection Committee.**

18.	Institute reserves its right to decide the selection process method depending upon the number of applications / shortlisted candidates.
19.	No TA/DA will be paid for appearing in the recruitment tests.
20.	<p>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 are to submit No Objection Certificate (NOC) 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>
21.	No correspondence will be entertained from the candidates regarding the selection process and the reasons for not being called for the selection process.
22.	Canvassing in any form may lead to the cancellation of the candidature.
23.	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.
24.	The minimum period of Probation for the notified positions against this advertisement is 01 (one) year for direct recruitment positions. Provided that the Competent Authority may extend the period of probation for such periods as may be found necessary but not exceeding two years for the direct recruitment (regular) positions.
25.	The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
26.	In case of any dispute / ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Visakhapatnam only.
27.	<p>Applications will be summarily rejected if not all the relevant certificates (Experience/ Caste/ 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>
28.	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.
29.	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 ' www.iipe.ac.in ' regularly. They should also regularly check their email account for updates.

30.	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.
31.	Applications forms incomplete in any way or not have required educational / experience certificates/ without prescribed application fee or the latest photograph is liable to be rejected without intimation. The submitted photograph must be taken within the last one month.
32.	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.
33.	Institute can fill the posts on Contract/ Deputation basis.
34.	The last date of closing online application is 31st March, 2025, 05:00 PM IST

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

Date:15.03.2025

Sd/-
Director