



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

Advertisement No.: IPE/Recruit/NTS/OS/2023/01

Date: 23.05.2023

RECRUITMENT FOR OUTSOURCED POSITION

Applications in the prescribed format along with required documents are invited from the interested Candidates for the following positions for Institutional services on outsource (**through manpower agency**). The position is purely temporary in nature. The details of the position are as follows:

Ser.	Name of the Post	Section/Division	Vacancy	Pay (Consolidated)
01	Accounts Executive	Finance & Accounts Division	01 (One)	₹ 30,000 - ₹40,000 per Month

Qualification & Experiences:

Name of the Post	Qualification & Experiences
Accounts Executive	<ul style="list-style-type: none">B. Com with at least of 50% marks with Chartered Accountant.Minimum 2 years of relevant experienceKnowledge of Accounting Software along with Knowledge of GST and other statutory payments.Candidates having relevant experience in Educational Institutes will be preferred.

General Instructions to the Candidates:

1.	The candidate must be a citizen of India.
2.	Candidates should read carefully the requisite minimum essential qualification 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. The salary will be paid through 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, CPT & 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.	Method of Selection: Step I: Written Test - 50 Marks Step II: Computer Proficiency Test (CPT) - 20 marks Step III: Interview - 30 Marks Total - 100 marks
7.	Candidates possessing the requisite qualification & Experience are required to send the completed form in the prescribed format along with all the required attachments/ documents on or before 5th June, 2023 (Monday) to <staffrecruitment@iipe.ac.in>. 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.



Kimaya Kishore
Registrar 23/05/2023