



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

Advertisement No.: IIPE/NTS (Contract)/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 Indian Nationals to fill up the following Non-Teaching positions **on Contract basis**:

Sl. No.	Name of the Post	Consolidated Pay	Upper Age Limit	Total Vacancies	Vertical Reservation				
					SC	ST	OBC	EWS	UR
01.	Junior Assistant	In the range between Rs. 32,000/- to Rs. 35,000/- per month*	30 years	10	01	-	02	01	06
02.	Lab Assistant (Mechanical Engineering)			01	-	-	-	-	01
03.	Lab Assistant (Chemical Engineering)			01	-	-	-	-	01
04.	Lab Assistant (Computer Science)			01	-	-	01	-	-
05.	Lab Assistant (Chemistry)			01	-	-	-	-	01

* The consolidated pay shall be fixed in the specified range, based on the recommendations of the Selection Committee.

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
Junior Assistant	OA, OL,BL,OAL,B,LV,HH
Lab Assistant	OL, HH

Abbreviations: **OA**-One arm; **OL**-One leg; **BL**-Both Legs; **OAL**-One Arm and One Leg; **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 Name	Essential, Desirable qualifications and Experience
Junior Assistant	<p><u>Essential:</u></p> <p>(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 points scale.</p> <p>(ii) 2 years' relevant experience.</p> <p><u>Desirable:</u></p> <p>(i) Experience in handling Administrative / Finance / Stores & Purchase / Establishment matters.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point is a must.</p>
Lab Assistant	<p><u>Essential:</u></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 recognised University/ Institute, with at least two (02) years relevant experience in the relevant laboratories of teaching/ research institutes/ industries or organisations.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in relevant discipline and with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognised University/ Institute, with at least three (03) years relevant experience in laboratories of teaching/ research institutes/ industries or organisations.</p> <p style="text-align: center;">OR</p> <p>ITI/NCVT recognised vocational training with 55% marks in relevant trades with relevant experience of 05 years after the ITI/ Vocational Training Certificate.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point is a must.</p> <p><u>Desirable:</u></p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. Organisations or research laboratories.</p> <p>Relevant Disciplines/ Trades: Mechanical Engineering/ Chemical Engineering/ Computer Science and Engineering/ Computer Science/ Information Technology/ Chemistry.</p>

Terms & Conditions of the Contract for the posts notified:

(i) The initial term of the contract for the contractual employees for the notified positions, is for **two (02) years**, which can be extended for a further one plus one (01+01) year based on the performance of the employee.

(ii) The contractual employees for the notified positions shall be offered consolidated pay in the range of Rs. 32,000/- to Rs. 35,000/- per month with an annual increment @ 3%, in addition to the payment of statutory obligations such as EPF, ESI etc., as applicable.

(iii) They shall be provided 08 days of leave in a calendar year and medical facilities from the Institute's Health Centre and a Medical Insurance for Rs. 5 lakhs for the contractual employee covering self & his/her dependents.

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

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: https://ntsrecruitment.iipe.ac.in .
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.	(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. (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.
12.	(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

	<p>formulate additional criteria based on academic performance and / or years of experience of the applicants.</p> <p>(b) Fulfilling qualifications per-se does not entitle a candidate to be called for the selection process.</p> <p>(c) 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>																												
13.	The closing date for application submission shall be the cut-off date for age, and educational qualification.																												
14.	The Institute reserves the right to assign/ transfer the selected candidates to any section/ department within the Institute and appointments will be offered accordingly.																												
15.	<p>Application Fees: Rs. 100/- for UR/EWS/OBC 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>																												
16.	<p>Method of Recruitment:</p> <p>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> <p><u>For the post of Junior Assistant:</u></p> <table border="1"> <tr> <td>Stage-1</td> <td>Screening Test*</td> <td>100 Marks</td> <td>* If large number of candidates are shortlisted, screening test may be conducted at Stage-I to restrict the candidates at least in the ratio of 1:10.</td> </tr> <tr> <td rowspan="2">Stage-II</td> <td>Written Test</td> <td>80 Marks</td> <td rowspan="3">The screened candidates at Stage-I will be called to appear in the Written Test and Computer Proficiency Test.</td> </tr> <tr> <td>Computer Proficiency Test (CPT)</td> <td>20 Marks</td> </tr> <tr> <td colspan="2">Total</td> <td>100 Marks</td> </tr> </table> <p><u>For the post of Lab Assistant:</u></p> <table border="1"> <tr> <td>Stage-I</td> <td>Trade Test</td> <td>100 Marks</td> <td>Shortlisted candidates will be called to appear in the Trade Test (qualifying in nature).</td> </tr> <tr> <td rowspan="2">Stage-II</td> <td>Written Test</td> <td>80 Marks</td> <td rowspan="3">The candidates qualified in the Trade Test will be called for Written Test and Computer Proficiency Test.</td> </tr> <tr> <td>Computer Proficiency Test (CPT)</td> <td>20 Marks</td> </tr> <tr> <td colspan="2">Total</td> <td>100 Marks</td> </tr> </table> <p>For all the above posts, a Merit List of candidates who qualify in the Written Test and Computer Proficiency Test (CPT), 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 Screening Test/ 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.</p>			Stage-1	Screening Test*	100 Marks	* If large number of candidates are shortlisted, screening test may be conducted at Stage-I to restrict the candidates at least in the ratio of 1:10.	Stage-II	Written Test	80 Marks	The screened candidates at Stage-I will be called to appear in the Written Test and Computer Proficiency Test.	Computer Proficiency Test (CPT)	20 Marks	Total		100 Marks	Stage-I	Trade Test	100 Marks	Shortlisted candidates will be called to appear in the Trade Test (qualifying in nature).	Stage-II	Written Test	80 Marks	The candidates qualified in the Trade Test will be called for Written Test and Computer Proficiency Test.	Computer Proficiency Test (CPT)	20 Marks	Total		100 Marks
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17.	Institute reserves its right to decide the selection process method depending upon the number of applications / shortlisted candidates.																												

18.	No TA/DA will be paid for appearing in the recruitment tests.
19.	<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>
20.	No correspondence will be entertained from the candidates regarding the selection process and the reasons for not being called for the selection process.
21.	Canvassing in any form may lead to the cancellation of the candidature.
22.	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.
23.	The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
24.	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.
25.	<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>
26.	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.
27.	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.
28.	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.

29.	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.
30.	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. The Tests schedule will be informed by email in due course to the shortlisted candidates in their registered Email or will also 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.
31.	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@ipe.ac.in'. It will be available till the closing date of the application only.

Date: 15.03.2025

Sd/-

Director