



CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

Advt. No. CIPET / HO-AI / 02 / 2018

Essential Qualification & Experience: Chief Manager(Admin./Per./HR)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Admin./Per./HR)
2.	Pay	Pay Matrix Level 13 Basic: Rs.123100/-
3.	Age limit for direct recruits	Upto 45 years relaxable in the case of SC / ST / OBC (NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class any degree (preferably in Mgmt. or any other professional field) and Full time First class MBA (Per./HR) / Master in Human Resource Management from a recognized University with 15 years' post-qualification experience in the relevant field. Degree in Law is desirable.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Identifying appropriate work areas for outsourcing & management of Contract Labour.• Employee Discipline/Legal matters, drafting Legal matters, RTI replies & Vigilance Administration.• Departmental Disciplinary Proceedings• Performance Management & Motivation of work force.• Management of Statutory welfare measures such as PF, Civil pension, Gratuity etc.• Expertise in Govt. of India CCS(CCA) Rules, GFR, Supplementary rules etc.• Experience in purchase of Capital items, e-tender, two-bid system & Financial terms & conditions in purchase contract etc.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 12 (Basic: Rs.78800/-; previously as per VI P.C. in the Pay Band: Rs.15600-39100 Grade Pay: Rs. 7600) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



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Essential Qualification & Experience: Manager (Admin./Per./HR)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Admin./Per./HR)
2.	Pay	Pay Matrix Level 12 Basic: Rs.78800/-
3.	Age limit for direct recruits	Upto 40 years relaxable in the case of SC / ST / OBC(NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class any degree (preferably in Mgmt. or any other professional field) and Full time First class MBA (Per./HR) / Master in Human Resource Management from a recognized University with 10 years' post-qualification experience in the relevant field. Degree in Law is desirable.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Sound skills in Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Sound skills in Wage & Salary administration, Maintenance of service records and Employee welfare schemes.• Sound skills in Contract Labour management, execution of contract agreements & estate management.• Effective skills in Employee Disciplinary / legal matters, Performance Management, MIS etc.• Expertise in GFR/Purchase of capital items for Central & Govt. organization.• Effective Maintenance of Service records, leave records and personal file.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 11 (Basic: Rs.67700/-; previously as per VI P.C. in the Pay Band: Rs.15600-39100 Grade Pay:Rs.6600) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



Advt. No. CIPET / HO-AI / 02 / 2018

**Essential Qualification & Experience: Senior Officer
(Admin./Per./HR)**

S. No.	Details	Requirement
1.	Name of the Post	Senior Officer (Admin./Per./HR)
2.	Pay	Pay Matrix Level 11 Basic: Rs.67700/-
3.	Age limit for direct recruits	Upto 35 years relaxable in the case of SC / ST / OBC(NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class any degree (preferably in Mgmt. or any other professional field) and Full time First class MBA (Per./HR) / Master in Human Resource Management from a recognized University with 06 years' post-qualification experience in the relevant field. Degree in Law is desirable.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none"> • Sound skills in Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters. • Sound skills in Wage & Salary administration, Maintenance of service records and Employee welfare schemes. • Sound skills in Contract Labour management, execution of contract agreements & estate management. • Effective skills in Employee Disciplinary / legal matters, Performance Management, MIS etc. • Expertise in GFR/Purchase of capital items for Central & Govt. organization. • Effective Maintenance of Service records, leave records and personal file.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 10 (Basic: Rs.56100/-; previously as per VI P.C. in the Pay Band:Rs.15600-39100 Grade Pay:Rs.5400) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



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Essential Qualification & Experience: Officer (Admin./Per./HR)

S. No.	Details	Requirement
1.	Name of the Post	Officer (Admin./Per./HR)
2.	Pay	Pay Matrix Level 10 Basic: Rs.56100/-
3.	Age limit for direct recruits	Upto 30 years relaxable in the case of SC / ST / OBC (NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class any degree (preferably in Mgmt. or any other professional field) and Full time First class MBA (Per./HR) / Master in Human Resource Management from a recognized University with 03 years' post-qualification experience in the relevant field. Degree in Law is desirable.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Sound skills in Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Sound skills in Wage & Salary administration, Maintenance of service records and Employee welfare schemes.• Sound skills in Contract Labour management, execution of contract agreements & estate management.• Effective skills in Employee Disciplinary / legal matters, Performance Management, MIS etc.• Expertise in GFR/Purchase of capital items for Central & Govt. organization.• Effective Maintenance of Service records, leave records and personal file.



Essential Qualification & Experience: Chief Manager (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Finance & Accounts)
2.	Pay	Pay Matrix Level 13 Basic: Rs.123100/-
3.	Age limit for direct recruits	Upto 45 years relaxable in the case of SC / ST / OBC(NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class B.Com and Full time First class MBA (Finance) from a recognized University with 15 years' post-qualification experience in the relevant field. OR Professional Qualification CA/ICWA with 12 years relevant post-qualification experience.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Govt. Financial Rules (GFR), Supplementary Rules and other Rules.• Accounting knowledge as per commercial accounting principles/practices including Finalization of Accounts.• Financial Planning & Budgeting.• Tax laws – Income Tax, GST and other employee related Laws viz.,PF, NPS, Gratuity rules & Insurance.• Costing Methods & Techniques for Products / Services.• Investment, Maintenance of Funds & Portfolio Management.• Analysis of Income & Expenditure statement, Sundry Debtors.• Purchase of Capital items, e-tender, two-bid system & Financial terms & conditions in purchase contract etc.• MIS through ERP & other systems.• Conducting Internal Audit, Statutory audit, Tax audit, etc and analysis of Audit report.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 12 (Basic: Rs.78800/-; previously as per VI P.C. in the Pay Band: Rs.15600-39100 Grade Pay: Rs. 7600) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



Essential Qualification & Experience: Manager (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Manager(Finance & Accounts)
2.	Pay	Pay Matrix Level 12 Basic: Rs.78800/-
3.	Age limit for direct recruits	Upto 40 years relaxable in the case of SC / ST / OBC(NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class B.Com and Full time First class MBA (Finance) from a recognized University with 10 years' post-qualification experience in the relevant field. OR Professional Qualification CA/ICWA/SAS qualified official of Govt. Sector with 08 years relevant Post - qualification experience.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Sound Skills in Govt. Financial Rules, Budgeting & Cost Accounting Practices, implementing electronic and modern methods of book keeping.• Finalization of financial budgets & Accounts including internal/Statutory audit.• Skill on Funds Management and arranging Finance for purchases.• Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 11 (Basic: Rs.67700/-; previously as per VI P.C. in the Pay Band: Rs.15600-39100 Grade Pay:Rs.6600) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



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Essential Qualification & Experience: Senior Officer (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Senior Officer (Finance & Accounts)
2.	Pay	Pay Matrix Level 11 Basic: Rs.67700/-
3.	Age limit for direct recruits	Upto 35 years relaxable in the case of SC / ST / OBC (NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class B.Com and Full time First class MBA (Finance) from a recognized University with 06 years' post-qualification experience in the relevant field. OR Professional Qualification CA/ICWA/SAS qualified official of Govt. Sector with 05 years relevant Post - qualification experience.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Sound Skills in Govt. Financial Rules, Budgeting & Cost Accounting Practices, implementing electronic and modern methods of book keeping.• Finalization of financial budgets & Accounts including internal/Statutory audit.• Skill on Funds Management and arranging Finance for purchases.• Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP.
6.	Other Requirements	Candidates should have worked minimum for a period of three years in the pay matrix Level 10 (Basic: Rs.56100/-; previously as per VI P.C. in the Pay Band:Rs.15600-39100 Grade Pay:Rs.5400) or equivalent in Central/State Govt./PSU/Autonomous organization of Central Govt. or equivalent scale in private organization; wherever applicable.



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Essential Qualification & Experience: Officer (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Officer (Finance & Accounts)
2.	Pay	Pay Matrix Level 10 Basic: Rs.56100/-
3.	Age limit for direct recruits	Upto 30 years relaxable in the case of SC / ST / OBC(NCL) / PWD and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Full Time First Class B.Com and Full time First class MBA (Finance) from a recognized University with 03 years' post-qualification experience in the relevant field. OR Professional Qualification CA/ICWA/SAS qualified official of Govt. Sector with 03 years relevant Post - qualification experience.
5.	Essential Skill Sets / Exposure	The candidate should have sound skills in the following areas :- <ul style="list-style-type: none">• Sound Skills in Govt. Financial Rules, Budgeting & Cost Accounting Practices, implementing electronic and modern methods of book keeping.• Finalization of financial budgets & Accounts including internal/Statutory audit.• Skill on Funds Management and arranging Finance for purchases.• Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP.