



INDIAN INSTITUTE OF PETROLEUM & ENERGY

VISAKHAPATNAM

Advertisement No. IIPE/NTS/03/2021-22 dated 15 June, 2021

Subject: Advertisement for PLACEMENT OFFICER position purely on CONTRACTUAL BASIS.

Indian Institute of Petroleum & Energy (IIPE) is an Institute of national importance at par with IITs and IIMs as declared under the Indian Institute of Petroleum & Energy Act, 2017 (No: 3 of 2018) to provide education and conduct research in various branches.

The Institute invites applications from the Indian Nationals for the following non-teaching post on a purely **contractual basis**.

| Post No. | Name of the Post(s) | Dept./ Centre/ Cell/ Unit | No. of Vacancy | Consolidated Pay (per month) |
|----------|---|-------------------------------|----------------|---|
| 1 | Placement Officer (Contractual) | Career Development Cell (CDC) | 01 (UR) | Rs. 60,000/- to Rs. 70,000/- (Consolidated, depending on qualification and experience) |

The qualification, experience and age limit for the above post(s) are as under:

1. Placement Officer (Contractual)

Pay: Consolidated pay between Rs. 60,000/- to Rs. 70,000/- per month (to be fixed during appointment based on qualification and experience)

Essential Qualification and Experience:

Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/ Science etc., with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.

Essential Experience:

At least **EIGHT YEARS** of relevant working experience in the following areas at supervisory level in a reputed institution/ organisations, preferably related to Oil & Gas, Chemical, Energy and IT.

- Working and liasoning with students and / or corporate and Industry on recruitment, skills training, addressing grievances and other related activities.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR department of any reputed organisation.

Desirable: Preference will be given to candidates possessing MBA Degree or equivalent in HR/ Marketing.

Competencies: Office planning and organising, building relationship with public and private sectors companies, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English and Hindi, good presentation skills and able to travel within the Country for longer period at a short notice.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools.

Job Function:

The Placement Officer will report to the Professor-in-charge of CDC, IPE Visakhapatnam. He/she will be responsible to develop credible reciprocal relations with industry, companies and business houses related to oil & gas, mining, chemicals, energy, pharma, analytics, consulting, IT and startups. . He/ She is responsible in planning and organizing various activities of CDC including internships and campus placement drives with companies, and maintaining data base of companies/industries. He/ She will continuously review, report and develop campus placement strategies by engaging with all stakeholders. Explore, reach out, interact with management & HR of industry for training & placement opportunities. He/ She is also responsible to arrange invited talks by various industry/academic experts on career related topics. He shall be responsible to discharge any other duties and responsibilities that may be assigned from time to time.

Nature of Job:

Full-time, Contractual. Initially appointment will be for 11 months which can be extended further for 02 spells, each of 11 months period, on renewal basis based on evaluation of satisfactory performance.

Maximum age limit: Not exceeding 45 years.

GENERAL INFORMATION

1. Candidates have to send their Biodata along with self-attested copies of all educational qualification, experience and other testimonials. Applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
2. Candidates are advised to provide their correct and active e-mail addresses in the biodata as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to the shortlisted candidates in their registered e-mail. No separate letter (Hard copy) 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.
3. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website 'www.iipe.ac.in'. They should also regularly check their email account for updates.
4. Initial appointment will be for one (01) year which can be extended up to 3 years on yearly renewal basis based on evaluation of satisfactory performance. Any claim for absorption at the regular position in the Institute will not be entertained at any point of time.
5. The selected applicant shall be eligible for 08 days of Casual leave in a calendar year. 2.5 days of Earned Leave shall also be admissible in a calendar month. This leave will not be carried forward in case the appointment period is extended by this Institute. Also, no payment in lieu of unutilised leave will be paid by this Institute at the time of expiry of contract.

6. The Institute may terminate the services of the selected applicant in case he/she is unable to perform their duty to the satisfaction of the competent authority.
7. The Institute shall also reserve the right to terminate the services of the selected applicant at any time without giving any notice and also without assigning any reason.
8. The selected applicant shall have to attend office five days (Monday to Friday) a week. He/ She will be required to attend duty on weekends and other Gazetted Holidays or may be asked to extend working hours, in case of exigencies. No extra remuneration will be admissible for the same.
9. Candidates will be short-listed for Test/ Interview on the basis of the information provided by them in their applications. They must ensure that provided information is correct. If at any subsequent stage or at the time of Test/Interview any information given or any claim made by them in their applications is found to be false/incorrect, their candidature/appointment will be liable to be rejected/terminated including necessary legal action, if any.
10. Mere eligibility will not vest any right on any candidate for being called for written test /skill test/ interview. The Institute has the right to decide suitable criteria, mode of screening and testing the applicants for shortlisting and selection. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
11. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
12. The Institute reserves the right to evolve any screening/selection process e.g. shortlisting criterion/Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post. All appointments shall be done after obtaining the approval of the Competent Authority based on the recommendations made by the Selection Committee.
13. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
14. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
15. 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.
16. The Institute reserves the right to reject any or all the applications without assigning any reasons thereof.
17. Any dispute with regard to the selection / recruitment process will be subject to the Courts / Tribunals having jurisdiction at Visakhapatnam only.
18. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of test/ interview. Direct application from such candidates will not be entertained.

19. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
20. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
21. Degree as referred above should have been awarded by a recognized University / Institute.
22. BE/BTech should be of 4 years duration, Diploma must be of 3 years duration.
23. 'Years of Experience' wherever prescribed is the minimum years of experience required and candidates with longer years of experience may also apply.
24. The candidate must be a citizen of India.
25. NO APPLICATION FEE FOR ALL CANDIDATES.
26. Eligibility of candidate with regard to age, qualification and experience shall be calculated/considered with reference to the last date of application. Due relaxation in respect of percentage of marks and experience will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Government of India/ UGC norms.
27. Candidates should submit their valid SC/ST/OBCs/EWS/Ex-Serviceman/ Disability Certificate issued by the Competent Authority.
28. Candidates are not entitled for any Travelling allowance / Dearness allowance when they are called for interview/skill test etc.
29. Fulfilment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/ Trade Test/ Computer Test / Test of Communications skills/ Interview, while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the institute is free to set the bench mark and call only the eligible candidates for the Written Test/ Trade Test/ Computer Test/ Interview.
30. Since IPE is a developing institute, it is looking for enthusiastic candidates having work experience in IIT/NIT/CFTI system. The relaxation, if any, for suitable/ deserving candidate may be decided by the Director, IPE. Also, in case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IPE shall be final.
31. The Institute reserves the right to relax age limit, educational qualification and/or experience in outstanding and exceptional cases or in the case of persons holding analogous positions in an Institute of National Importance.
32. Last date of application through email is **2 July 2021**. A signed hardcopy print out of biodata with all the essential documents should reach by **7 July 2021**.

Check-list of documents to be submitted along with the application

- i. Printout of the emailed copy of biodata duly signed in each page.
- ii. Self-Attested copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
- iii. Self-Attested copies of any other relevant certificates / testimonials as mentioned in the biodata.
- iv. Self-Attested copies of Community Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PWD) & Ex-Servicemen etc. as per Govt. of India norms. In case of OBC category candidates, latest non-creamy layer certificate is essential.

- v. Self-Attested copies of experience Certificates issued by the Competent Authorities alongwith NOC.

APPLICATION SUBMISSION AND DEADLINE

Candidates possessing requisite qualification & experience are required to send the complete biodata along with all the requested attachments/documents on or before **2nd July 2021** to <staffrecruitment@iipe.ac.in>. A printout of the same, duly signed in each page along with self-attested copies of all educational qualification, experience and other testimonials as required to support the candidature of the applicant must reach the Institute on or before **7th July 2021**. Address for sending the hardcopies of the application is as follows:

**The Registrar (I/c)
Indian Institute of Petroleum & Energy
2nd Floor, Main Building,
AU College of Engineering, Visakhapatnam,
Andhra Pradesh 530003.**

Envelope should be superscribed as “**Application for the post of Placement Officer (Contractual)**”.

In the absence of the hardcopy of the application, email copy of application will not be considered. For all other details, the candidates may contact the office of the Registrar (I/c), Phone: **0891-2856020/ 2856009**, email id: staffrecruitmentqueries@iipe.ac.in.

Registrar (I/c)