



INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM

Advertisement No. IIPET/NTS/01/2022-23 dated 11.05.2022

Subject: Advertisement for the Position of Registrar

Indian Institute of Petroleum & Energy (IIPET) 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 position on **Deputation terms or on Contract basis initially for a period of 3 (three) years which may be renewed up to 5 (five) years or up to the age of 62 years, whichever is earlier subject to evaluation of performance:**

Sl. No.	Name of the Position	No. of Vacancy	Level in pay Matrix plus admissible allowances as per the Institute norms
1	Registrar	01 (UR)	Level 14 of Pay Matrix Rs. 144200-218200/-

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

Essential Qualification:

A master's degree with at least 55% marks in aggregate from recognized and reputed university in India/ overseas or its equivalent grade of 'B' in the UGC seven-point scale, and consistently good academic record.

Essential Experience:

At least 15 years' of experience in an institution of higher education of repute as Assistant Professor in Level 11 of Pay Matrix Rs. 68900-117200/- (Pre-revised: PB-3, AGP Rs. 7000/-) and above along with experience in educational administration or with 8 years' of service in Level 12 of Pay Matrix Rs. 101500-167400/- (Pre-revised: PB-3, AGP Rs. 8000/-) and above including as Associate Professor along with experience in educational administration in an institution of repute;

OR

Comparable experience in research establishment and/or other institutions of repute;

OR

At least 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar in Level 12 of Pay Matrix Rs. 78800-209200/- (Pre-revised: PB-3, GP Rs. 7600/-) and above or an equivalent post in an institution of higher education of repute.

Desirable:

- (i) Experience in administration and proven ability to coordinate and lead a team of members from various departments/wings/sections, including Administration, Academic, Finance, Materials Management, Security and Legal matters of an academic Institution of National Importance.
- (ii) Qualification in area of Management/Engineering/Law.

Age limit: Preferably below 57 years.

Roles and Responsibilities of the Registrar, IPE, Visakhapatnam

- In addition to the responsibilities assigned to the Registrar by the Indian Institute of Petroleum and Energy Act-2017, Statutes & Ordinances of the Institute (as amended from time to time) shall include (but are not limited to) the following:
- To provide required support to Director for running/ day-to-day activities of the institute.
- To coordinate with government agencies, statutory bodies and other institutions/ organisations.
- Corporate communication.
- To supervise sections/ wings of the Institute Administration assigned to her/ him by the Director.
- Preparation of agenda notes for the meetings of the General Council, Board of Governors, Finance Committee, Senate and other committees where she/ he is ex-officio secretary (non-member). Recordings of minutes of such meetings. Keeping records of apex bodies of the Institute, issue of notices for the convening of meetings of all committees and sub-committees appointed by any of these authorities, where she/ he is Secretary/ Member Secretary/ ex-officio secretary. Taking action and submitting compliance report/ Action taken report on the approvals/ directions/ recommendations/ advices of such bodies.
- To be the custodian of the records and such other property of the Institute as the Board of Governors may commit to her/ his charge, and to ensure proper record keeping and digitization of records.
- Human Resource Development of Non-teaching employees, including recruitment, training, promotions and incentives etc. for attracting and retaining talent.
- To handle legal matters of the Institute, and to represent Institute in suits or proceedings by or against the Institute, sign power of attorney and perform pleadings or depute her/ his representative for the same.
- Act as Appellate Authority under RTI Act, 2005 and Nodal Officer for Public Grievances
- To ensure adherence of Institute rules and regulations and statutory compliances.
- To conduct the official correspondence on behalf of the Institute.
- To enter into an agreement, sign documents and authenticate records on behalf of the Institute.
- To safeguard the movable and immovable assets of the Institute.
- To perform other duties as assigned by the Director or Board of Governors of the Institute from time to time.

GENERAL INSTRUCTIONS

1. Candidates have to send their application in the prescribed format only along with self-attested copies of all educational qualification, experience and other testimonials. Incomplete applications or applications not in prescribed format or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
2. Candidates are advised to fill their correct and active e-mail addresses in the application as all correspondence will be made by the Institute through e-mail only. 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. Candidates will be short-listed for Interview on the basis of the information provided by them in their applications. They must ensure that provided information are correct. If at any subsequent stage or at the time of 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.
5. Mere eligibility will not vest any right on any candidate for being called for 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.
6. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, suitability and experience higher than the minimum prescribed in the advertisement.
7. The selection to the post will be through interview where the eligible candidate will be required to be present physically. However, the Institute reserves the right to evolve any screening/selection process, If the number of applicants for the post is large. All appointments shall be done after obtaining the approval of the Competent Authority based on the recommendations made by the Selection Committee.
8. No correspondence whatsoever will be entertained from candidates regarding conduct of interview and reasons for not being called for interview.
9. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
10. 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.
11. The Institute reserves the right to reject any or all the applications or withdraw the advertisement at any time without assigning any reasons thereof.
12. Any dispute with regard to the selection / recruitment process will be subject to the Courts / Tribunals having jurisdiction at Visakhapatnam only.
13. 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 interview. Direct application from such candidates will not be entertained.

14. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against her/ him.
15. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
16. Degree as referred above should have been awarded by a recognized University / Institute.
17. Years of Experience wherever prescribed is the minimum years of experience required and candidates with longer years of experience may also apply.
18. 'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final.
19. The candidate must be a citizen of India.
20. NO APPLICATION FEE FOR ALL CANDIDATES.
21. When called for interview, the candidate/s will have to bring printed copy of their entire application and original certificates along with self-attested certificates / credentials.
22. The institute will reimburse Airfare (Economy Class) by Air / AC-II tier railway fare to-and-fro by the shortest route for the journey made from normal place of residence in India to Visakhapatnam, to the candidates who are called to appear before the Selection Committee/ Interview, subject to submission of claim along with tickets and Boarding passes, whichever is applicable.
23. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in an Institute of National Importance.
24. Since IPE is a developing institute, it is looking for enthusiastic candidates having work experience in IIT/NIT/CFTI system. The institute reserves the right to relax experience in the case of candidates serving in Government Departments/ IITs/ NITs/ Central Autonomous Bodies in analogous positions.
25. In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IPE shall be final.
26. Eligibility of a candidate and fulfilment of any short-listing criteria shall be considered as on the last date of the receipt for application through email.
27. Last date of application through email is **10.06.2022**. A signed hardcopy print out of application with all the essential documents should reach by **15.06.2022**.

APPLICATION SUBMISSION AND DEADLINE

Candidates possessing requisite qualification & experience are required to send the completed form in the prescribed format along with all the requested attachments/documents on or before **10.06.2022** to <staffrecruitment@iipe.ac.in>. A printout of the completed application form, 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 **15.06.2022**. Address for sending the printout of the application is as follows:

**The Director
Indian Institute of Petroleum & Energy
2nd Floor, Main Building, AU College of Engineering
Andhra University, Visakhapatnam,
Andhra Pradesh, PIN-530003.**

Envelope should be superscribed as “**Application for the post of Registrar**”.

In the absence of the hardcopy of the application, email copy of application will not be considered and also applicable vice-versa.

For all other details, the candidates may contact the office of the Director, Phone: **0891-2856007**, Email: 'pstodirector@iipe.ac.in' with Cc marked to 'director@iipe.ac.in'.

Sd/-
Director, IPE