

Essential Qualification & Experience: Manager (Technical)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Technical)
2.	Pay and Allowances	<ul style="list-style-type: none"> Pay Matrix Level 12 Basic: Rs.78800/- DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none"> Upto 45 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines. Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> Full time 1st Class M.E./ M. Tech in Mech/ Chem/ Polymer Technology with 8 years post qualification experience in the relevant field of Polymers/Plastics. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Ph.D in Engineering or Science or Technology with 6 years post qualification experience in the relevant field of Polymers/Plastics. At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&10 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi- Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.
5.	Essential Skill Sets	<ul style="list-style-type: none"> Candidates should have strong Technical aptitude in the relevant area and excellent verbal/written communication skills and exceptional interpersonal skills. Demonstrated capability of shop floor management, Business Development with significant knowledge of industry trends and developments to improve service to clients. Leadership skills to motivate internal team members and managing effective client interaction and expectations. Knowledge of quality management as per ISO/IEC 17025 : 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS.

Essential Qualification & Experience: Senior Technical Officer

S. No.	Details	Requirement
1.	Name of the Post	Senior Technical Officer
2.	Pay and Allowances	<ul style="list-style-type: none"> Pay Matrix Level 11 Basic: Rs.67700/- DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	<ul style="list-style-type: none"> Age limit for direct recruits 	<ul style="list-style-type: none"> Upto 40 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines. Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.
4.	<ul style="list-style-type: none"> Educational & other qualification required for direct recruits 	<ul style="list-style-type: none"> Full time 1st Class M.E./M. Tech in Mech/ Chem/ Polymer Technology with 5 years post qualification experience in the relevant field of Polymers/Plastics Or Ph.D in Engineering or Science or Technology with 3 years post qualification experience in the relevant field of Polymers/Plastics. At least 3 years experience in pay matrix level-10 or 8 years total experience in pay matrix levels 10 & 09 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations OR equivalent scale in private organization.
5.	Essential Skill Sets	<ul style="list-style-type: none"> Hands-on experience in handling sophisticated equipments/machineries. Capable of shop floor management w.r.t. production process/schedule monitoring of quality control & safety guidelines. Leadership skills with team building capabilities. Knowledge of quality management as per ISO/IEC 17025 : 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS.

S. No.	Details	Requirement
1.	Name of the Post	Manager (Personnel & Administration)
2.	Pay and Allowances	<ul style="list-style-type: none"> • Pay Matrix Level 12 Basic: Rs.78800/- • DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none"> • Upto 45 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines. • Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> • Graduation in any discipline from recognized University and MBA / Post Graduation in Public Administration/ PG diploma in Management from a recognized University / Institute, with minimum 55% marks at Graduation and Post Graduation Level. • Minimum 10 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization. • At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&10 counted together, under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi- Government or autonomous bodies or statutory organizations OR equivalent scale in private organization. <p>Desirable:</p> <ul style="list-style-type: none"> • Strong oral & written communication skills • Knowledge of modern management practices and use of computers • Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.
5.	Essential Skill Sets	<ul style="list-style-type: none"> • Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters. • Wage & Salary administration, Maintenance of service records and Employee welfare schemes. • Contract Labour management, execution of contract agreements & estate management. • Employee Disciplinary matters / legal matters, Performance Management, MIS etc. • GFR/Purchase of capital items for Central & Govt. organization. • Maintenance of Service records, leave records and personal file.