



Advt. No. CIPET/HO-AI/01/2025-26

Date: 03.01.2026

**Essential Qualifications & Experience: Manager (Finance & Accounts)**

S. No.	Details	Requirement
1.	<b>Name of the Post</b>	<b>Manager (Finance &amp; Accounts)</b>
2.	Pay and Allowances	<ul style="list-style-type: none"><li>• Pay Matrix Level 12 Basic: Rs.78800/- per month</li><li>• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li></ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"><li>• Full time first class any degree from a recognized University with CA/ ICWA/ SAS (Commercial) with 08 years relevant post qualification experience.</li><li>• At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&amp;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 <b>OR</b> equivalent scale in private organization.</li></ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"><li>• Govt. Financial Rules, Budgeting &amp; Cost Accounting Practices, implementing electronic and modern methods of book keeping.</li><li>• Finalization of financial budgets &amp; Accounts including internal/Statutory audit.</li><li>• Funds Management and arranging Finance for purchases.</li><li>• FERA guidelines and Computerized Accounting including Tally / MIS / ERP.</li></ul>



**Essential Qualification / Experience & other Conditions: Manager (Technical)**  
**- On Deputation basis**

S. No.	Details	Requirement
1.	Name of the Post & Pay Scale	Manager (Technical) – On deputation basis
2.	Who can apply	Officers 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: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on a regular basis in posts in level 11 (Rs.67,700-2,08,700) in the pay matrix or equivalent in the parent cadre or department.
3.	Pay and Allowances	<ul style="list-style-type: none"><li>• Pay Matrix Level 12 Basic: Rs.78800/-</li><li>• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li></ul>
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 45 years as on last date of receipt of application.
5.	Educational & other qualification required	<p>(i) 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> <p style="text-align: center;"><b>OR</b></p> <p>Ph.D in Engineering or Science or Technology with 6 years post qualification experience in the relevant field of Polymers/ Plastics.</p> <p>(ii) At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11&amp;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 <b>OR</b> equivalent scale in private organization.</p>
6.	Essential Skill Sets	<ul style="list-style-type: none"><li>• Candidates should have strong Technical aptitude in the relevant area and excellent verbal/written communication skills and exceptional interpersonal skills.</li><li>• Demonstrated capability of shop floor management, Business Development with significant knowledge of industry trends and developments to improve service to clients.</li><li>• Leadership skills to motivate internal team members and managing effective client interaction and expectations.</li><li>• Knowledge of quality management as per ISO/IEC 17025: 2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS.</li></ul>