



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING &
TECHNOLOGY**



Advt. No. CIPET/HO-AI/01/2023

Date: 25.03.2023

Essential Qualification & Experience: Manager (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Finance & Accounts)
2.	Pay and Allowances	<ul style="list-style-type: none">• Pay Matrix Level 12 Basic:Rs.78,800/-• 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 first class any degree from a recognized University with CA / ICWA/ SAS (Commercial) with 08 years relevant post qualification experience.• 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">• Should possess sound skills in Government Financial Rules (GFR), Budgeting & Cost Accounting practices, implementing electronic and modern methods of book keeping.• Finalization of financial budgets and 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