



**CSIR-INDIAN INSTITUTE OF PETROLEUM**  
(Council of Scientific & Industrial Research)  
P.O.: IIP MOHKAMPUR, HARIDWAR ROAD,  
DEHRADUN-248 005, UTTARAKHAND (INDIA)  
Website- [www.iip.res.in](http://www.iip.res.in)



**Advertisement No. : 07/2025 dated 22.07.2025**

**Date of commencement of online applications: 28.07.2025**

**The last date for receipt of online applications: 18.08.2025**

**The last date for receipt of hardcopy of applications: 26.08.2025**

The CSIR-Indian Institute of Petroleum, Dehradun is a premier Institute under the Council of Scientific and Industrial Research (CSIR), dedicated in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. CSIR-IIP has a rich legacy of being a pioneer in the area of Petroleum & Hydrocarbon industry and is presently engaged in the development of sophisticated green technologies to cater to the energy needs of modern world and for reducing carbon footprint. CSIR-IIP has developed and transferred technologies to industries in the areas of petroleum refining, natural gas, petrochemicals, chemicals and utilisation of petroleum products, provided technical services and imparted world class training to the human resource of Oil and Refining industry. CSIR-IIP has strong collaborations with industries and academia in India & abroad and has outstanding scientists in the multidisciplinary areas of R&D in the hydrocarbon and related industry.

Applications are invited from enthusiastic Indian Nationals having excellent academic record and proven technical skills along with the requisite experience and a high degree of motivation for the jobs assigned, to fill up the vacancies of following posts as per the details given below:

Sl. No.	Post, Group & Classification of Posts	Number of Post(s) & Reservation	Pay Level (as per 7 <sup>th</sup> CPC)	Total Emoluments approximately*(in Rs)	Maximum Age Limit**
1	<b>Technical Assistant</b> [Group-III(2)] Group – B	Total Posts – 07 [UR-05, SC-01, OBC(NCL)-01]	Pay Level-6 (Rs. 35400-112400)	63996/-	28 Years
2	<b>Technician(1)</b> [Group-II(1)] Group-C	Total posts – 07 (UR-05, SC-01, EWS-01) [one post of SC and one post of EWS are backlog vacancies]	Pay Level-2 (Rs. 19900-63200)	35804/-	28 Years

**Abbreviations:** SC-Scheduled Caste, OBC-Other Backward Classes, EWS-Economic Weaker Sections.

\*Total Emoluments mean approximate total emoluments on minimum of scale as on 01.01.2025 including DA, HRA

\*\*For age relaxation please see heading “Age Relaxation” of the Advertisement.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience	Job Requirement
<b>POST: TECHNICAL ASSISTANT</b>				
1.	<b>Post Code:</b> SCDD - 1  <b>Area:</b> Science Communication & Dissemination Directorate  <b>No. of Posts:</b> 01 (UR)	<b>Technical Assistant</b>  <b>Age:</b> 28 Years	B.Sc. or equivalent with minimum 60% marks and one year experience in Mass Communication/science communication/Journalism/ Advertising from a recognized Institute/Organisation <b>OR</b> B.Sc. or equivalent with minimum 60% marks and one year full time professional qualification i.e. PG diploma in Mass Communication/Science Communication/Journalism/ Advertising	Develop science communication materials, including articles, reports, presentations, social media content, infographics, documentaries for broad audience and media management.
2.	<b>Post Code:</b> CCDS-1  <b>Area:</b> Climate Change & Data Science  <b>No. of Posts:</b> 01(UR)	<b>Technical Assistant</b>  <b>Age:</b> 28 Years	B.Sc.(PCM) or equivalent with minimum 60% marks and one year of experience in Data Science/Artificial intelligence & Machine Learning (AI&ML)/Life Cycle Assessment (LCA) from a recognized institute/organization.	Candidate is expected to perform AI&ML related programming and software activities and Life Cycle Assessment in standard LCA software and any other work assigned by the competent authority

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience	Job Requirement
3.	<b>Post Code:</b> LIB-1  <b>Area:</b> Knowledge Resource Centre (KRC) - Library  <b>No. of Posts:</b> 01(UR)	<b>Technical Assistant</b>  <b>Age:</b> 28 Years	B.Sc. or equivalent, with minimum 60% marks and B.Lib. Science.	Management of Library activities including knowledge Resource requirements of the institute
4.	<b>Post Code:</b> IT-1  <b>Area:</b> Information Technology  <b>No. of Posts:</b> 01 (SC)	<b>Technical Assistant</b> [Group-III(2)]  <b>Age:</b> 28 Years	B.Sc. or equivalent in Computer Science/Information Technology, with minimum 60% marks and one year experience in relevant discipline i.e. software development/Project Management/Hardware & Networking/Database management from a recognized Institute/ Organisation. <b>OR</b> B.Sc. or equivalent with minimum 60% marks and one year full time professional qualification in relevant area i.e. software development/ Project Management/Hardware & Networking/Database management from a recognized Institute/ Organisation. <b>OR</b> Diploma in Computer Science /Computer Engineering/IT of at least 3 years full-time duration or 2 years duration in case of lateral admission, with minimum 60% marks and experience of two years in the relevant area i.e. software development/Project Management/Hardware & Networking/Database management) from a recognized Institute/ Organisation.	Installation, configuration, and customization of open-source software such as Drupal, Joomla, Word Press, and others. Managing data, analyzing usage statistics, troubleshooting and resolving access-related technical issues, and conducting requirement analysis.  Overseeing the management of Linux and Windows servers, Next-Generation Firewalls (NGFW), Intrusion Prevention Systems (IPS), storage, network switches, and troubleshooting. Responsible for network security and optimizing network architecture in the premises.  Assisting in the delivery of theory and practical sessions for short-term training courses and related training activities.  Library Management Software (Koha) and Digital Repository Software (DSpace) Familiarity with CMS platforms like Drupal, WordPress and Joomla.
5.	<b>Post Code:</b> CHEM-1  <b>Area:</b> Chemical Science  <b>No. of Posts:</b> 01 (UR)	<b>Technical Assistant</b> [Group-III(2)]  <b>Age:</b> 28 Years	B.Sc. or equivalent with Chemistry as one of the subjects with minimum 60% marks and one year experience in R&D from a recognized Institute/ Organisation.	Analysis of Petroleum Products, Mainly Automotive Liquid Fuels. Or any other work as assigned by the Competent Authority.
6.	<b>Post Code:</b> BD-1  <b>Area:</b> Business Development  <b>No. of Post:</b> 01(OBC)	<b>Technical Assistant</b> [Group-III(2)]  <b>Age:</b> 28 Years	B.Sc. or equivalent with minimum 60% marks and one year experience in Marketing/HR in a recognized Institute/ Organisation <b>OR</b> B.Sc. or equivalent with minimum 60% marks and one year of professional qualification i.e. Post Graduate diploma in Business Management from a recognized Institutions.	The selected candidate will assist the Business Development group in R&D project management, Transfer of Knowhow/ Technology developed by CSIR-IIP to the Industry and other allied activities related to business development The selected candidate will be responsible for predicting the Market Demand and Forecasting in Thrust areas and liaison with the emerging client. The candidate should be having a working knowledge of Microsoft Power Point, Word and Excel.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience	Job Requirement
7.	<b>Post Code:</b> GH-1  <b>Area:</b> Guest House Manager  <b>No. of Post:</b> 01 (UR)	<b>Technical Assistant</b> [Group-III(2)]  <b>Age:</b> 28 Years	B.Sc. or equivalent in Hotel Management with minimum 60% marks and one year experience in Hotel management from a recognized Institute/organisation of repute.  <b>OR</b>  B.Sc. or equivalent in Hotel Management with minimum 60% marks and one year full time professional qualification in Hotel management from a recognized Institute/organisation of repute.	Oversee day to day operations of guest house, ensuring high standard of service and cleanliness. The roles involves managing room bookings & reservations, maintaining facilities, managing staff & handling guest relations. A candidate should have a strong background in food preparation, menu development, and kitchen management ensuring all health & safety regulation are practiced as well as upkeep of the facilities.

**POST: TECHNICIAN(1)**

1.	<b>Post Code:</b> CHEM-2  <b>Area:</b> Chemical Science  <b>No. of Posts:</b> 03 (02-UR, 01-EWS)	<b>Technician(1)</b> [Group-II(1)]  <b>Age:</b> 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in <b>Attendant Operator (Chemical Plant) or Laboratory Assistant (Chemical Plant)</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in <b>Attendant Operator(Chemical Plant) or Laboratory Assistant (Chemical Plant)</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as <b>Attendant Operator(Chemical Plant) or Laboratory Assistant (Chemical Plant)</b> in a Ministry/Department/Organisation/Public Sector Undertaking/Autonomous Body under Government of India/State/UT.
2.	<b>Post Code:</b> ESD-1  <b>Area:</b> Instruments Mechanic  <b>No. of Posts:</b> 02(UR)	<b>Technician(1)</b> [Group-II(1)]  <b>Age:</b> 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in <b>Instruments Mechanic</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in <b>Instruments Mechanic</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as <b>Instruments Mechanic</b> in a Ministry/Department/ Organisation/Public Sector Undertaking/Autonomous Body under Government of India/State/UT.
3.	<b>Post Code:</b> ESD-2  <b>Area:</b> Electrician  <b>No. of Posts:</b> 02 (01-SC, 01-UR)	<b>Technician(1)</b> [Group-II(1)]  <b>Age:</b> 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in <b>Electrician</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in <b>Electrician</b> Trade. <b>OR</b> SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as <b>Electrician</b> in a Ministry/Department/ Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.

**(A) MODE OF SELECTION:**

- (1) The candidates as recommended by the Screening Committee will be invited for a Trade/Skill test in the relevant area. Those who qualify in the Trade/Skill test will be invited for a competitive OMR/Computer based objective type multiple choice examination, which will consist of three papers viz. Paper-I, II & III. Paper-I will be qualifying in nature. The final merit list will be prepared on the basis of the marks obtained by the candidates in Paper-II & III.
- (2) Paper-II & III will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.

**(B) SCHEME OF THE OMR/COMPUTER BASED OBJECTIVE TYPE MULTIPLE CHOICE EXAMINATION FOR TECHNICAL ASSISTANT AND TECHNICIAN(1) POSTS**

**(1) Technical Assistant**

<b>Mode of Examination</b>	OMR/Computer based objective type multiple choice examination
<b>Medium of questions</b>	The questions will be both in English & Hindi except the questions on English language
<b>Standard of Exam</b>	Diploma/Graduation level (based on the advertised qualification of the post)
<b>Total No. of Questions</b>	200
<b>Total Time allotted</b>	3 hours

**Paper – I [Time allotted – 1 hour]**

Subject	No. of questions	Maximum marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be no negative marking in this paper.

\*Mental ability test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

**Paper – II [Time allotted – 30 Minutes]**

Subject	No. of questions	Maximum marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

**Paper – III [Time allotted – 1 hour 30 min]**

Subject	No. of questions	Maximum marks	Negative Marks
Concerned subject	100	300 (three marks for every correct answer)	One negative mark for every wrong answer

**(2) Technician(1)**

<b>Mode of Examination</b>	OMR/Computer based objective type multiple choice examination
<b>Medium of questions</b>	The questions will be both in English & Hindi except the questions on English language
<b>Standard of Exam</b>	SSC + ITI / XII standard
<b>Total No. of Questions</b>	150
<b>Total Time allotted</b>	2 hours 30 minute

**Paper – I [Time allotted – 1 hour]**

Subject	No. of questions	Maximum marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be no negative marking in this paper.

\*Mental ability test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

**Paper – II [Time allotted – 30 Minutes]**

Subject	No. of questions	Maximum marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

**Paper – III [Time allotted – 1 hour]**

Subject	No. of questions	Maximum marks	Negative Marks
Concerned subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

### **(C) Benefits under Council Service**

- 1) These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per the CSIR Resident allotment rules depending on availability in which case, HRA will not be admissible.
- 2) In addition to the emoluments indicated against each category of posts, benefits such as reimbursements of Medical Expenses, Leave Travel Concession, Children's Education Allowance, Conveyance advance and House Building Advance are available as per CSIR rules.
- 3) The Selected candidates will be governed by the 'National Pension Scheme' or Extant Pension System based on defined contribution as adopted by CSIR for its employees.
- 4) CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Technical (Gr. III) and Support Staff (Gr. II), as per rules as amended from time to time.
- 5) In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.
- 6) All the posts carry All India Service Liability (AISL) i.e. the candidate on selection may be asked to serve anywhere in the country.

### **(D) General Conditions**

- 1) The applicant must be citizen of India.
- 2) All applicants must fulfill essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of online application. They are advised to satisfy themselves before applying, that they possess at least the essential qualification laid down for these posts which is compulsory even if a candidate has some higher qualifications. No enquiry asking for advice as to eligibility will be entertained.
- 3) The period of experience in a discipline/area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification for that Post.
- 4) The online application should be accompanied by scanned copies of the essential educational qualification, experience, date of birth proof etc. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications or not accompanied with the essential certificates/documents, are liable to be rejected.
- 5) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- 6) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a gazetted officer or Notary is to be submitted.
- 7) In case of Universities/Institutes/Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/Institute/Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as linear scale (Example: Grade of 8.65 = 86.5% and vice versa) or any other formula may be considered by CSIR-IIP to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
- 8) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online applications i.e. **18.08.2025**.
- 9) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/ Skill Test and/or Written Test.
- 10) Mere fulfilling of minimum prescribed qualification and experience will not vest any right in a candidate for being called for Trade/Skill Test. If large number of applications received, the Screening Committee may adopt its own criteria for shortlisting the candidates to be called for Trade/Skill Test. The Institute reserves the rights to call for Trade/Skill Test only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum prescribed qualifications.



- 11) Women candidates fulfilling the eligibility criteria prescribed under GOI instructions are encouraged to apply.
- 12) Applications from employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions will be considered only if their applications are forwarded through proper channel and received within 15 days from the closing date prescribed for receipt of hardcopy of application, and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected. However, candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date of receipt of completed application form.
- 13) For work experience, wherever required, the candidates are required to submit experience certificate in proper format. Salary Slip or Joining Letter/OM shall not be considered as valid proof of experience.
- 14) **Application Fee:** Candidates belonging to General, OBC & EWS category are required to arrange to deposit fee of Rs. 500/- through SB Collect. SC/ST/PWD/Women/Ex-servicemen and candidates residing abroad are exempted from payment of application fee.
- 15) Candidates applying for more than one post should apply separately for each post indicating the Post Code of the post accompanied by separate requisite fee of Rs. 500/- through SB Collect.
- 16) Applications once submitted will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor will be held in reserve for any other recruitment or selection process.
- 17) Incomplete applications i.e. without passport size photograph affixed on the application, without self-attested certificates, without manual signature on application printout, without requisite application fee, wherever applicable, without relevant testimonials in support of Date of Birth, Qualification, Experience, Caste, EWS certificate etc. will not be entertained and will be summarily rejected.
- 18) No Travelling Allowance will be reimbursed for appearing in Trade/Skill Test/Written Examination.
- 19) The appointment will be in CSIR-Indian Institute of Petroleum, Dehradun, Uttarakhand under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointees are liable to be transferred/posted in any of the Laboratories/Institutes of CSIR situated anywhere in India, as and when required or any extension center/unit of CSIR-IIP anywhere in India.
- 20) The decision of the Director, CSIR-Indian Institute of Petroleum, Dehradun (CSIR-IIP) in all matters relating to eligibility, acceptance or rejection of applications and conduct of Trade Test/Skill Test will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- 21) Notification regarding details of shortlisted candidates to be called for Trade/Skill Test along with the criterion adopted by the Screening Committee and any updates shall be displayed only on the Institute's website i.e. <https://www.iip.res.in> from time to time.
- 22) All future corrigendum/addendum/notifications etc. and announcements/details pertaining to this recruitment process shall be published/provided ONLY on <https://www.iip.res.in> from time to time.
- 23) The selection procedure of these posts is subject to the CSIR/Govt. of India instructions prevalent at the time of various stages of the selection.
- 24) The Director, CSIR-IIP, Dehradun reserves the right to amend, delete and add terms & conditions to this advertisement.
- 25) The Director, CSIR-IIP reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not fill up any or some of the posts.

### (E) Age Relaxations

- 1) Age and experience will be reckoned as on the last date of the receipt of online application i.e. **18.08.2025**.
- 2) The upper age limit is relaxable up to 05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] candidates, as per Government of India orders in force, **only where the posts are reserved for these respective categories** [attested copies of the certificates to be enclosed to the application, as required]. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts and they are treated at par with the general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC and ST candidates in such cases.
- 3) Upper age limit is also relaxable up to five years for the regular employees working in CSIR Laboratories/Institutes, Government Dept., Autonomous Bodies and Public Sector Undertakings in

accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard, subject to the condition that their applications are forwarded through proper channel.

- 4) Upper age limit for Persons with Benchmark Disabilities (PWDs) will be relaxable by 10 years (15 years for SC/ST & 13 years for OBC for posts reserved for SC/ST and OBC). The persons claiming age relaxation under PWD category would be required to produce a certificate in the prescribed proforma issued by the Competent Authority (as the case may be) specified in Rights of Persons with Disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R 591(E) dated 15.06.2017, as amended from time to time in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.
- 5) As per GOI provisions, age relaxation for widows, divorced women and women judicially separated from their husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes (non creamy layer) in respect of the posts reserved for them). The persons claiming age relaxation would be required to produce following documentary evidence:
  - a) In case of widow, death certificate of her husband together with the Affidavit that she has not remarried since.
  - b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women that they have not remarried since.
- 6) Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application. Only those candidates shall be treated as Ex-Servicemen who fulfill the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 757 (E) dated 04.10.2012 and DoPT instructions issued vide OM No. No. 36034/3/2013-Estt (Res) dated 25th February, 2014, as amended from time to time.

#### **(F) How to Apply:**

- (1) Eligible candidates are required to submit ONLINE application through the Institute website <https://www.iip.res.in>.
- (2) If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online.
- (3) The candidates have to attach only one PDF file containing scanned copies of original educational qualification certificates, professional qualification certificates, mark sheets, experience certificates, Caste certificate (if applicable), fee receipt and other documents with the online application form.
- (4) The computer generated Application Form (print-out) duly manually signed accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with the receipt of application fee(if applicable) should be sent in an envelope superscribed "APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code \_\_\_\_\_)" only by Registered/Speed Post to the address: **Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. I.I.P., Mohkampur, Haridwar Road, Dehradun-248005 (Uttarakhand)**. The last date for receipt of hard copy of application is **26.08.2025** (5:30 PM), this date will be same for the candidates belonging to far-flung areas also.
- (5) It should be kept in mind that in the hard copy of the Application Form, the candidate is required to affix his recent color photograph on front page of the application proforma duly signed across and also manually sign on the last page of application proforma. Unsigned application and without affixing photography will not be considered and are liable to be rejected.
- (6) If a candidate fails to submit the hard copy, which should reach by **26.08.2025** then his/her candidature will be rejected. For postal delay, office will not be responsible.
- (7) For any technical query while applying online, please send e-mail to [recruitment@iip.res.in](mailto:recruitment@iip.res.in).
- (8) Applications from employees of Government Departments, Autonomous bodies and Public Sector Undertakings will be considered only, if forwarded through proper channel, certified by their office that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be

sent so that it should reach on or before the last date for receipt of hard copy of application. Applications routed through proper channel should reach Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. IIP, Mohkampur, Dehradun-248005, Uttarakhand at the earliest within 15 days of last date of receipt of hard copy of application.

- (9) Online Application will be available on Institute's website <https://www.iip.res.in> from **28.07.2025 to 18.08.2025**.
- (10) Candidates belonging to General, OBC & EWS category are required to arrange to deposit fee of Rs.500/- (Rs. five hundred) through SB Collect". Procedure for submitting online fee is given as under:
- Open site <https://www.onlinesbi.sbi>
  - Click on "SB Collect"
  - Click on "Govt. Department"
  - Search for "Director IIP" and click on it.
  - From payment category, choose "Application Fee"
  - Submit the fee of Rs. 500.

SC/ST/PWD/Women/Ex-servicemen and candidates residing abroad are exempted from payment of application fee.

- (11) The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number and Transaction Date and the same is required to be attached along with the online application. The last date for applying online application and remitting of application fee through online payment system is **18.08.2025**. This date will be same for the candidates belonging to far-flung areas.
- (12) **Following documents must be attached along with the hard copy of application form to be sent by post:**
- One recent passport size colored photograph should be pasted on the front page of application form duly signed across.
  - Printout of the application form should also be manually signed on last page of the application proforma.**
  - Self Attested photocopies of education qualifications certificates/marksheets.
  - Self Attested photocopy of Date of Birth Certificate.
  - Self Attested photocopies of experience certificates, if any.
  - Self Attested photocopy of documents related to caste/PWD/Ex-serviceman/Widow or divorced women, if applicable.
  - Fee receipt generated through SB Collect of Rs.500/-, wherever applicable.

Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post. No Interim enquiries will be entertained.

Sr. Controller of Administration

अंजुम शर्मा/Anjum Sharma  
वरिष्ठ प्रशासन नियंत्रक एवं  
Sr. Controller of Administration &  
सतर्कता अधिकारी/Vigilance Officer  
जी.एस.आई.आर.-भारतीय पेट्रोलियम संस्थान  
CSIR-Indian Institute of Petroleum  
देहरादून-248005/Dehradun-248005