

GENERAL INSTRUCTIONS

- 1) The candidates will be initially engaged on contract basis for a period of three years, renewable on mutually agreed terms on the basis of impressive / effective performance.
- 2) Reservation and relaxation for SC/ST/OBC/Physically Challenged is applicable as per Central Govt. Orders/Rules.
- 3) The application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 4) The outer cover should be superscribed with the name of the post applied for.
- 5) Candidates called for interview for the above posts from outstation will be reimbursed To & Fro III AC train fare by the shortest routes from the place of their residence to the place of interview on production of tickets as per CIPET Rules.
- 6) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. should submit their application through proper channel or produce NOC at the time of attending interview.
- 7) Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 8) The Institute reserves the right to screen and call only such candidates who are found prima-facie suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for interview. Personal, Academic, Professional and all other details of candidates, basis for shortlisting, bench mark by the Screening Committee, all reports of the Selection Committee and each and every information in respect of the recruitment and selection process shall be maintained in strict confidence and will not be revealed to anyone whatsoever.
- 9) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. No correspondence shall be entertained from unsuccessful candidates. CIPET shall not be responsible for any loss of email/communication letter sent, due to invalid / wrong email id / wrong postal address / postal delays / loss in transit etc. No request in this regard will be entertained.
- 10) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 11) Canvassing in any form and or bringing in any influence by political or otherwise will be treated as a disqualification for the post applied for.
- 12) LIST OF ENCLOSURES:
 - (i). Date of birth / SSLC certificate for age proof
 - (ii).Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) from competent authority
 - (iii).Certificate of disability in respect of Physically challenged.
 - (vi).No Objection Certificate from the present employer (if serving with Central / State Govt. / PSU etc.)
 - (vii).Copies of Educational certificates
 - (viii).Post qualification experience certificates
 - (ix).Any one Identity Card with photograph (E.g.Voter ID/Driving Licence/PAN Card/Ration Card etc.)

(x).Last drawn pay slip

It is mandatory to send photocopies of each one of the documents enlisted above along with the application form. In the absence of the relevant documents, the candidate will not be allowed to appear for interview and, in that case, no travel expenses shall be reimbursed.

13) Candidates already employed in Central / State Govt. Institutions and well-versed in Central Govt. rules / regulations in the relevant field will be given preference.

14) Only those who meet the prescribed eligibility criteria need apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he / she will be disqualified. CIPET reserves the right to reject any application without assigning any reason.

15) The Court of jurisdiction for any related dispute will be at the place of respective centres.

16) Relaxation in age and experience may be considered in case of proven abilities for candidates.

17) Depending upon the qualification and experience, higher salary may be offered in deserving cases.

18) CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.

19) The Screening Committee constituted for a specific post may shortlist and call suitable candidates for interview, from those who have applied, for higher or lower posts without formation of a separate screening committee with an intention to provide ample opportunity and to ensure more number of candidates are appearing for the interview.

20) The Institute reserves the right to fill or not to fill any or all the posts advertised.

21) In the case of OBC candidates with non-creamy layer status, the community certificates must have been issued by the competent authority in the prescribed format as shown below, during the last three years from the date of the advertisement and not at an earlier date. Any OBC community certificate issued on a date otherwise as aforesaid, shall be treated as invalid and such candidates shall not be eligible for the relaxation in the upper age limit by three years. OBC candidates with non-creamy layer status only, shall be eligible for relaxation in the upper age limit as per Govt. of India Rules. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA
[G.I.,Dept. of Per.&Trg., O.M.No.36033/28/94-Estt.(Res), dated 2-7-1997.]**

This is to certify that..... son/daughter ofof villageDistrict/Division belongs to thecommunity which is recognized as a Backward Class Under.....
Shri..... and/or his family ordinarily reside(s) in the.....District/Division of the.....State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT), dated 8-9-1993.

Competent Authority

Dated:
Seal

22) Appointment of selected candidates is subject to receipt of satisfactory Fitness Medical report from any one of the CIPET empanelled Hospital available across the country and verification of case, Character and antecedents from the concerned authorities as per the rules of the institute.

23) Candidates who does not measure up to the requirements of the position applied for, may be considered for suitable lower scale.

24) Persons recruited are liable to be posted and transferred anywhere in India.

25) No application fee.

26). Good working knowledge of computers is desirable for the post.

27) The unselected application forms of all/particular post/s received from candidates, in respect of this advertisement, for the purposes of record retention, shall be retained with the Institute, only for a period of three months from the date on which the interview for all/particular post/s is held. In the case of cancellation of the recruitment of any/all of the post/s advertised, the application forms of the particular/all post/s shall be retained till the close of the office hours of the day of such cancellation.

28) The maximum age limit with reference to the following positions are as stated below:

Position	Maximum Age limit
Placement Officer / Asst. Placement Officer	35 Years

Relaxable in the case of Govt. Servant / SC / ST / OBC / and others as per Govt. of India directives.

29) The filled-in application in all respects should be addressed to “Prof.M.Abdul Kader, Chief Manager (Technical), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032” on or before 22.08.2014 through Speed Post or Registered Post.