

GENERAL INFORMATION- HLC-RECTT-02/2017

- 1) The application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 2) The position is fulltime for a tenure of 3 years and can be extended for another term subject to requirement and satisfactory performance.
- 3) The envelope should be superscribed with the name of the post applied for.
- 4) Candidates called for interview for the post of Vice Principal/Dean (Academics) shall be reimbursed to II AC train return railway fare from the place of residence to the place of interview.
- 5) Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 6) The Institute reserves right of rejecting any application without assigning any reason there off.
- 7) Mere fulfillment of qualification and eligibility requirements shall not entitle any candidate to be called for interview.
- 8) 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.
- 9) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 10) 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.
- 11) LIST OF ENCLOSURES:
 - I. Date of birth / SSLC certificate for age proof
 - II. No Objection Certificate from the present employer if serving with Central /State Govt./PSU etc.)
 - III. Copies of Educational certificates
 - IV. Post qualification experience certificates if any
 - V. Any Identity Card with photograph (eg.Voter ID/Aadhar Card/Driving Licence/PAN Card/Ration Card etc.)
 - VI. Last drawn pay slip
 - VII. Recent passport size photograph-2 nos.

It is mandatory to send photocopies of each one of the documents enlisted above along with the application form.

- 12) Apart from merit, specialization in relevant area will be an added advantage for selection.

13) Candidates are required to provide a valid Email ID, in the appropriate column while filling up application form so that intimation regarding letters for interview can be sent through Email.

14) No application fee.

15) Good Working knowledge of computers is desirable.

16) Salary & Other benefits;

Position	Salary
Vice Principal/Dean (Academics)	Rs.80,000/- pm (Consolidated)

In addition other facilities like Medical health checkup, Uniform and Leave encashment etc are also applicable.

17) Qualification, Experience & Area of Specialization;

Position	Essential Qualification	Preferable Area of Specialization
Vice Principal/Dean (Academics)	Ph.D. in appropriate discipline from a reputed university (with 1st div. at M.Tech./M.E. & B.Tech. /B.E.)	Plastics or Polymer or Material Science/Engineering, Mechanical or Industrial or Production or Manufacturing Engineering

18) Leave Eligible in a calendar year: casual Leave(CL) 8 days, Medical Leave (ML) 10 days and Earned Leave(EL) 15 days and Restricted Holiday(RH) 2 days.

19) Candidates who have already worked as Vice Principal/Dean (Academics) in an Engineering college and have adequate experience in handling students and Placement are encouraged to apply.

20) Application complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post should be sent to:

Head Administration (Academics)
CIPET Head Office,
4th Floor, Student Activity Block,
T.V.K Industrial Estate,
Guindy, Chennai-32
