

RULES & REGULATIONS

Executives (on contract)

1. Application should be submitted only in the prescribed format which can be downloaded from the website: www.cipet.gov.in.
2. The outer cover should be superscribed with the name of the post applied for.
3. Candidates called for interview needs to make their own arrangement for attending the interview. (No TA/DA will be paid).
4. The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
5. Incomplete/Unsigned applications and applications without requisite enclosures are liable to be rejected.
6. 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 short listing, benchmark 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 confidentiality and will not be revealed to anyone whatsoever.
7. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview/reasons for not being selected in the 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 communication/request in this regard will be entertained.
8. Capability to maintain effective working relationship in a multi-cultural, multi ethnic environment is a must.
9. 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.
10. List of Enclosures:
 - i. Date of birth / SSLC certificate for age proof.
 - ii. Copies of Educational certificates
 - iii. Post qualification experience certificates

- iv. Any one Identity Card with photograph (E.g.Voter ID/Driving licence/PAN Card/Ration Card etc.)
- v. 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 application of the candidate will not be considered.

- 11. Sound knowledge of oral and written communications in English is essential.
- 12. 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.
- 13. The Court of jurisdiction for any related dispute will be at Chennai.
- 14. CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
- 15. Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 16. No application fee is to be paid by the candidate.
- 17. Good working knowledge of computers is desirable for all the posts
- 18. Candidates are required to possess a valid Email ID, which is to be entered in the application format so that intimation regarding call letters for interview will be sent through email