

## GENERAL INFORMATION

- 1). Reservation and relaxation for SC/ST/OBC/Physically Challenged/Ex-Servicemen is applicable as per Central Govt. Orders/Rules.
- 2). In addition to Pay and Grade Pay, the candidates selected for appointment will be eligible for DA, HRA, Traveling, Magazine, Medical, Washing Allowance, Education Allowance for children, PF, Gratuity and LTC as per Rules.
- 3). The application should be submitted only in the prescribed format which can be downloaded from the website [www.cipet.gov.in](http://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 train fare by the shortest routes from the place of their residence to the place of interview (excluding Rajdhani Express and Shatabdi Express) 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. Advance copies may however be sent.
- 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 and bench mark by the Screening Committee 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.
- 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.
  - (iv).Relevant documents in case of Ex-servicemen
  - (v).Bond details with the present employer, if any
  - (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.

13). Sound knowledge of oral and written communications.

14). Apart from merit, the specialization of a candidate within a department, will play a vital role in selection, candidate with specialization in greater need by the department being given preference.

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

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

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

18). For candidates working with any Govt. organization / institution, pay protection will be given as per Govt. of India rules.

19).The Institute reserves the right to increase / decrease the vacant posts and or not to fill up the vacancies at its discretion without assigning any reasons thereof. The Screening Committee at its discretion may relax the minimum requirements in case of outstanding candidates for each of the above posts.

20).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.

21). The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.

22). Separate application must be sent if candidate is applying for more than one position.

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

24). 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 can be sent.

25). Appointment of selected candidates is subject to receipt of satisfactory Medical report from the Govt. Medical Officer and verification of case, Character and antecedents from the concerned authorities as per the rules of the institute.

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

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

28). No application fee.

29). Good working knowledge of computers is desirable for all the posts.

30). The eligibility with respect to age, experience etc. will be determined as on 05.03.2010. The maximum age limits with reference to the following positions are as stated below :

Position	Maximum Age limit
Sr. Officer	35 Years
Officer	30 Years
Graduate Engineer Trainees	28 Years
Technician Gr-III	28 Years
Technician Trainees	26 Years

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

31). Applications complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post along with a passport size photograph affixed in appropriate space should be sent to **“The Director General, Central Institute of Plastics Engineering and Technology, Corporate Office, TVK Industrial Estate, Guindy, Chennai – 600 032 latest by 05.03.2010.** The applicants residing abroad and from Andaman & Nicobar islands, Lakshwadeep islands, States in the North Eastern region, Ladakh region of J & K, Sikkim, sub-division, Chamba and Lahaul and Spiti districts of Himachal Pradesh are eligible for an additional period of seven days for receipt of the application.