

**Rules & Regulations w.r.t. Recruitment Notification/Advt No. CIPET/HO-AI-03/2020  
dated 01.05.2020 as per CIPET Recruitment Rules**

**PART-I**

- 1) For detailed information on Essential Qualifications & Experience, Application Form and Rules & Regulations, please visit our website: [www.cipet.gov.in](http://www.cipet.gov.in). Updates including amendments/corrigendum, if any, and results concerning this recruitment notification shall be posted/uploaded only on CIPET Website.
- 2) No application fee is to be paid by the candidate
- 3) Candidates are required to possess a valid Email ID, which is to be entered in the application form so that intimation regarding call letters for Written Test with Skill/Practical Test and/or Interview, as applicable, may be sent through email.
- 4) Application should be submitted only in the prescribed format to be downloaded from the Institute's website: [www.cipet.gov.in](http://www.cipet.gov.in)
- 5) The Candidate should clearly mention "**Advt. No. with date**" and "**Name of the post applied for**", on top of the envelope; failing which the application may be rejected on this ground alone.
- 6) Reservation and relaxation for SC/ST/OBC (NCL)/ EWSs/Ex-Servicemen/ PWD is applicable as per CIPET Rules.
- 7) Candidates called for Written Test with Skill/Practical Test and/or Interview as applicable, from outstation will be reimbursed train fare as under:

i)	For posts in the Pay Matrix Level- 10 and above	Rail AC III Tier by the shortest direct route from the place of residence/ working to the place of Written Test with Skill/Practical Test and/or Interview, as applicable, and back.
ii)	For posts in the Pay Matrix Level-7 and below	Rail Sleeper Class by the shortest direct route from the place of residence/ working to the place of Written Test with Skill/Practical Test and/or Interview, as applicable, and back.

**Note:** If the candidate travels by Air / higher class of train, her/his fare reimbursement will be restricted to eligible class as defined above.

- 8) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. must forward their application through proper channel along with attested copies of their APAR/ACR for last 5 years (copies of APAR/ACR required only in case of Group-A posts) and Disciplinary cum Vigilance Clearance Certificate or produce "No Objection and Disciplinary cum Vigilance Clearance Certificate" from their Department/ Organization at the time of Written Test with Skill/Practical Test and/or Interview; for the advertised post, as applicable. Failure to comply with this provision may make the candidate ineligible for appearing in the recruitment process.
- 9) The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
- 10) Incomplete applications or applications not in the prescribed format or application without requisite enclosures shall not be entertained. Unsigned applications, applications which are ineligible for certain posts, applications that are not properly superscribed on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute.
- 11) 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/ to cancel the advertisement and/or the selection process there under without assigning any reason.
- 12) Candidates with higher qualification are also eligible to apply.
- 13) Relaxation in eligibility criteria may be considered in case of candidates having outstanding credentials and proven ability subject to such recommendation in the deliberation of the screening committee and approval thereof by the Competent Appointing Authority.
- 14) Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
- 15) The Institute reserves the right to screen and call only such candidates for appearing in the further recruitment process who have been found suitable and recommended so by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for Written Test with Skill/Practical Test and/or Interview as applicable. The Institute / Screening Committee at its own discretion may also fix new criteria / bench marks in respect of qualification, experience etc., for screening candidates to be called for Written Test with Skill/Practical Test and/or Interview as applicable. Personal, Academic, Professional and all other details of candidates, basis for shortlisting, bench mark/report 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.

- 16) The Institute reserves the right to increase / decrease the number of vacant posts and or not to fill up the vacancies at its discretion.
- 17) Relaxation in age & qualification may be considered in respect of internal candidates subject to the recommendation of the Screening Committee.
- 18) The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 19) No correspondence will be entertained from candidates regarding postal delays, conduct and result of Written Test with Skill/Practical Test and/or Interview, as applicable; and reasons for not being called for Written Test with Skill/Practical Test and/or Interview, as applicable; and reasons for not being selected in the Written Test with Skill/Practical Test and/or Interview, as applicable. 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/ technical problem in email etc. **No communication/request in this regard will be entertained.**
- 20) Proficiency in oral and written communications is essential.
- 21) Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 22) 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**

[Govt. of India, DoPT., O.M.No.36033/28/94-Estt.(Res), dated 2-7-1997.]

This is to certify that..... son/daughter of .....of village .....District/Division belongs to the .....community 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

- 23) In the case of the candidates belonging to Economically Weaker Sections, the Income & Assets Certificate must have been issued by the competent authority in the prescribed format (Govt. of India, DoPT O.M.No.36039/1/2019-Estt (Res), dated 31<sup>st</sup> January, 2019) as shown below:

**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_son/daughter/wife of \_\_\_\_\_permanent resident of \_\_\_\_\_, Village/Street\_\_\_\_\_ Post Office \_\_\_\_\_District \_\_\_\_\_in the State/Union Territory\_\_\_\_\_ Pin Code\_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year\_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_belongs to the \_\_\_\_\_caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent  
Passport size  
attested  
photograph of  
the applicant

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

- 24) The selected candidates shall have to mandatorily appear for Pre-Employment Medical Examination at any one of the CIPET empanelled Hospitals available across India. Appointment of selected candidates is subject to receipt of satisfactory Medical Fitness report from the CIPET empanelled Hospital, Vigilance Report, Police Report and verification of case, character and antecedents from the concerned authorities as per the rules of the institute. In case of any discrepancy/dispute regarding the same, the decision of the Institute shall be final and binding on the candidate.
- 25) For the purposes of record retention; the application forms of such candidates; submitted by them in response to Recruitment Notification/Advertisement; which have not been recommended by the screening committee for appearing for further recruitment process, shall be retained with the Institute, only for a period of three months from the date on which the Written Test with Skill/Practical Test and/or Interview as applicable for the particular post 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.
- 26) Good working knowledge of computers is desirable for all the posts.
- 27) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 28) Canvassing in any form or bringing in any influence, political or otherwise, shall be a disqualification for the post applied for. For this purpose, telephonic enquiry may be treated by the Institute as canvassing.
- 29) LIST OF ENCLOSURES:
- i. Date of birth / SSLC certificate for age proof.
  - ii. Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) and Income & Assets Certificate for Economically Weaker Sections candidates issued by competent authority.
  - iii. Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities as per Govt. of India Rules.
  - 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/Autonomous 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/Aadhaar Card etc.).
  - x. Last Salary Certificate from the present Employer.
  - xi. GATE Score Card, if applicable (only for candidate applying for the post of Assistant Technical Officer (Processing/ Testing/ Tool Room).
- 30) The Court of jurisdiction for any related dispute will be at Chennai.

## **PART-II:**

### **Rules & Regulations specific to Group-A Posts**

- 1) The Departmental candidates/ Candidates working in Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations who apply for suitable positions, should have, as on the cutoff date as determined by the Institute, served for a minimum period of three years in the immediate below level or for 8 years counted cumulatively in next two below levels with respect to the position applied / advertised.
- 2) Candidates, who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale; provided advertisement for such lower posts have been published/notified. Accordingly, the Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written Test with Skill/Practical Test and/or Interview as applicable, from amongst those who have applied, for the post or lower post without the formation of a separate screening committee with an intention to provide ample opportunity and to ensure more number of candidates appear for the Written Test with Skill/Practical Test and/or Interview as applicable; provided advertisement for such higher or lower posts have also been published/notified.
- 3) The selected candidates other than the internal departmental candidates on joining will be taken initially on probation for a period of two years. During probation, in addition to Pay, the candidate will be eligible for DA, HRA, Transport Allowance, Washing Allowance, PF, Gratuity as per CIPET Rules. After successful completion of the probation period, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc. However; for the posts (Technical as well as Non-Technical) corresponding to Pay Matrix Level-10 of VII CPC, such candidates who in the consideration of the Selection Committee are otherwise "FIT" for the post but lack the Essential Skill Sets as requisite for the post may be taken as "Trainee" on a consolidated salary of Rs.56,100/-, initially for a period of one year, on successful completion of which, they will be taken on Probation initially for a period of two years.

## **PART-III:**

### **Rules & Regulations specific to Group-B Posts**

- 1) The Departmental candidates/ Candidates working in Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations who apply for suitable positions, should have, as on the cutoff date as determined by the Institute, served for a minimum period of three years in the immediate below level or for 8 years counted cumulatively in next two below levels with respect to the position applied / advertised.
- 2) Depending upon the post applied for, the selected candidates will be taken as Assistant Technical Officer (Trainee)/ Assistant Officer (Personnel & Administration) (Trainee) / Assistant Officer (Finance & accounts) (Trainee), initially for a period of one year on a consolidated salary of Rs.44,900/-, and after successful completion of the traineeship, the candidates may be taken on probation initially for a period of two years. After successful completion of the probation period, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc. and during probation, in addition to Pay, the candidate will be eligible for DA, HRA, Transport Allowance, Washing Allowance, PF, Gratuity as per CIPET Rules.
- 3) Those candidates who apply for the post of Asst. Technical Officer (Processing/ Testing/ Tool Room) with valid GATE [Graduate Aptitude Test in Engineering] score in any of the relevant disciplines (Mechanical / Chemical / Polymer Technology or equivalent) will be exempted from taking Written Test and will appear directly in Skill/Practical Test. However; Candidates without valid GATE Score; as mentioned above; will be required to appear in both Written Test and Skill/Practical Test.

**PART-IV:**

**Rules & Regulations specific to Group-C Posts**

- 1) Based on the recommendations of the selection committee the selected candidates, depending upon the post applied for, may be taken either directly as Technical Assistant Gr.III/ Administrative Assistant Gr.III on probation for a period of two years and after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc, or may be taken initially as Technical Assistant Gr.III (Trainee) / Administrative Assistant Gr.III (Trainee), as applicable, for a period of one year on a consolidated salary of Rs.21,700/- and after successful completion of the training period, will become eligible for being taken as Technical Assistant Gr.III/ Administrative Assistant Gr.III, as applicable, on probation initially for a period of two years, in a regular scale with applicable allowances after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.
- 2) During probation, in addition to Basic Pay (as per 7<sup>th</sup> Pay Commission), the candidate will be eligible for DA, HRA, Transport Allowance, Magazine, Medical, Washing Allowance, Education Allowance for children, PF, Gratuity and LTC as per CIPET Rules.

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