

RULES & REGULATIONS

Advt. No.: CIPET/CSTS/MDU/01/2019 dt. 30.06.2019

- 1) No application fee is to be paid by the candidate
- 2) Application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 3) Your services may be terminated at any point of time during the contract period, for any reason whatsoever, after giving one month notice by the Institute or one month salary in lieu of notice to you. Similarly you can leave the Institute at any time during the contract period by giving one month notice or by paying one month salary in lieu thereof, and also after proper handing over of all the relevant documents, equipments, work etc. to the specified person as directed by the Institute. On completion of two years contract period, your engagement with the Institute will come to end and you will be relieved automatically even otherwise no order to that effect is issued.
- 4) This engagement will not confer any right or entitlement for claiming absorption against any Regular vacancies arising for the post held by you or otherwise
- 5) The Candidates should clearly mention "Advertisement No. with date", "Name of the post applied for" and "Name of the Centre applied for" on top of the envelope
- 6) Candidate need to apply separately for each post
- 7) Incomplete applications or applications not in the prescribed format or applications without requisite enclosures are liable to be rejected. 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.
- 8) Only those who meet the prescribed eligibility criteria need to 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.
- 9) Reservation and relaxation for SC / ST / OBC-NCL / Ex-Servicemen / Persons with disabilities (PWD) is applicable as per Central Govt. Orders and CIPET Rules.
- 10) The Institute reserves the right to screen and call only such candidates who are found suitable for being recommended 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 mark 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.
- 11) 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 Authority.
- 12) Depending upon the qualification and experience, higher / lower salary may be offered in deserving cases.
- 13) 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. The Screening Committee at its own discretion may also fix bench marks in respect of qualification and experience for screening candidates to be called for interview.

- 14) Director & Head reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
- 15) 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.
- 16) The outer cover should be superscribed with the name of the post applied for.
- 17) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 18) 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.
- 19) 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 / Autonomous etc.)
 - vii. Copies of Educational certificates
 - viii. 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 application of the candidate will not be considered.

- 20) Sound knowledge of oral and written communications is essential.
- 21) The Court of jurisdiction for any related dispute will be at Madurai.
- 22) 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

- 23) 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.
- 24) 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 shall be entertained.