

**Rules & Regulations for Non-supervisory (Technical / Non-Technical) Group -"C" Posts as per CIPET Administrative Manual June 2018 (Revision: 3)**

- 1) For any updates including amendments/corrigendum and results concerning this recruitment notification, kindly visit 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 may be sent through email.
- 4) Application should be submitted only in the prescribed format which can be downloaded from the Institute's website [www.cipet.gov.in](http://www.cipet.gov.in)
- 5) The Candidates should clearly mention "**Advertisement No. with date**" and "**Name of the post applied for**", on top of the envelope.
- 6) Relaxation for SC/ST/EWSs/Ex-Servicemen/PWD is applicable as per CIPET Rules.
- 7) Candidates called for written test & skill test from outstation will be reimbursed To & Fro Sleeper class rail fare by the shortest route from the place of their residence to the place of written test / skill test on production of tickets as per CIPET Rules. In case, if the candidate travels by Air / higher class of train, his fare reimbursement will be restricted to 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 and Vigilance Clearance Certificate or produce "No Objection Certificate" from their Department/ Organization at the time of Written Test with Skill/Practical Test and/or Interview; for the advertised post as applicable.
- 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 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. 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. 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) 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, 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 ; provided advertisement for such higher or lower posts have also been published/notified.
- 17) The Institute reserves the right to increase / decrease the number of vacant posts and or not to fill up the vacancies at its discretion.

- 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 reasons for not being called for Written Test with Skill/Practical Test and reasons for not being selected in the Written Test with Skill/Practical Test . 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) Sound knowledge of 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) Appointment of selected candidates is subject to receipt of satisfactory Fitness Medical report from one of the CIPET empanelled Hospital available across the country, 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) (i) The selected candidate for the post of Technical Assistant Gr III will be taken as Technical Assistant Grade III (Trainee), initially for a period of one year with a consolidated salary of Rs.21700/- and after successful completion of the training, the candidate will be taken as Technical Assistant Gr III on probation initially for a period of two years and 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.
- (ii) For the post of Librarian Gr III, the Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Librarian Gr III (Trainee), initially for a period of one year with a consolidated salary of Rs.21700/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the Essential Skill sets as requisite for the post. Such candidate(s) after successful completion of training period, will become eligible for being taken as Administrative Assistant Gr. III on probation initially for a period of two years, in a regular scale with applicable allowances.
- 26) During probation, in addition to Basic Pay (as per 7th 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 Rules.
- 27) Those application forms submitted by candidates in respect of advertised post(s) which have not been recommended by the screening committee, for the purposes of record retention 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 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.
- 28) Good working knowledge of computers is desirable for all the posts.
- 29) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 30) Canvassing in any form and or bringing in any influence, political or otherwise, will be treated as a disqualification for the post applied for. For this purpose, telephonic enquiry may be treated by the Institute as canvassing.
- 31) LIST OF ENCLOSURES:
- i. Date of birth / SSLC certificate for age proof
  - ii. Caste certificate for SC/ST/EWS
  - iii. Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities as per Govt. of India Rules, if applicable.
  - 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.) along with attested copies of APAR/ACR of last 5 years & Vigilance Clearance Certificate
  - 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. Salary Certificate from the present Employer
- 32) The Court of jurisdiction for any related dispute will be at Chennai.