

GENERAL INFORMATION- HLC-RECTT-03/2017

- 1) The application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 2) The position is fulltime for a tenure of 3 years and can be extended for another term subject to requirement and satisfactory performance.
- 3) The envelope should be superscribed with the name of the post applied for.
- 4) Candidates called for interview for the post of Associate / Assistant professor shall be reimbursed to III AC train return railway fare from the place of residence to the place of interview.
- 5) Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 6) The Institute reserves right of rejecting any application without assigning any reason there off.
- 7) Mere fulfillment of qualification and eligibility requirements shall not entitle any candidate to be called for interview.
- 8) 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.
- 9) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 10) 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.
- 11) LIST OF ENCLOSURES:
 - I. Date of birth / SSLC certificate for age proof
 - II. No Objection Certificate from the present employer if serving with Central /StateGovt./PSU etc.)
 - III. Copies of Educational certificates
 - IV. Post qualification experience certificates if any
 - V. Any Identity Card with photograph (eg.Voter ID/Aadhar Card/Driving Licence/PAN Card/Ration Card etc.)
 - VI. Last drawn pay slip
 - VII. Recent passport size photograph-2 nos.

It is mandatory to send photocopies of each one of the documents enlisted above along with the application form.

12) Candidates are required to provide a valid Email ID, in the appropriate column while filling up application form so that intimation regarding letters for interview can be sent through Email.

13) No application fee.

14) Good Working knowledge of computers is desirable.

15) Salary & Other benefits;

Position	Salary
Associate professor	Rs.60,000/- pm (Consolidated)
Assistant Professor	Rs.40,000/- pm (Consolidated)

In addition other facilities like Medical health checkup, Uniform and Leave encashment etc are also applicable.

16) Qualification, Experience & Area of Specialization;

Position	Essential Qualification	Area of Specialization preferably
Associate professor	Ph.D. in appropriate discipline from a reputed university (with 1st div. at M.Tech./M.E. & B.Tech. /B.E.) With minimum 5 years of experience in academics/research/industry.	Plastics, Polymer, Material Science/ Engineering, Mechanical Engg., Chemical Engg., Industrial Engg., Production Engg., Manufacturing Engg., ECE, EEE, CSE, MBA, MCA, English, Maths, Physics, Chemistry.
Assistant Professor	M.Tech/ Ph.D in relevant discipline with 1 st class or equivalent and 3 Years of experience relevant discipline with 1 st class or equivalent and 3 Year of experience . GEBHS- Master degree in respective discipline with 1 st Class or equivalent and minimum of 3 year experience. MBA, MCA -1 st Class in respective degree with minimum of 3 year experience.	

17) Leave Eligible in a calendar year: casual Leave(CL) 8 days, Medical Leave (ML) 10 days and Earned Leave(EL) 15 days and Restricted Holiday(RH) 2 days.

18) Candidates who have experience in handling students affair and Placement in any Technical institute/ college will be given weightage.

19) Application complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post should be sent to:

Head Administration (Academics)
CIPET Head Office,
4th Floor, Student Activity Block,
T.V.K Industrial Estate,
Guindy, Chennai-32