

RULES & REGULATIONS

Advt No. CIPET / HO-AI / 02 / 2018 (Supervisory: Non-Technical Positions)

1. Application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in.
2. Reservation and relaxation for SC/ST/OBC-NCL/Ex-Servicemen/Persons with disabilities (PWD) is applicable as per CIPET Rules.
3. Candidates called for interview from outstation will be reimbursed:

For posts in the Pay Matrix Level 12 and above – To & Fro Rail AC II Tier by the shortest direct route from the place of residence / working to the place of interview on production of tickets as per CIPET Rules

For posts in the Pay Matrix Level 11 and below - To & Fro Rail AC III Tier by the shortest direct route from the place of residence / working to the place of interview on production of tickets as per CIPET Rules
4. If the candidate travels by Air / higher class of train, her/his fare reimbursement will be restricted to eligible class as defined above.
5. 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 along with Vigilance Clearance Certificate.
6. Candidates with higher qualification are also eligible to apply.
7. The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
8. Incomplete applications and/or applications not in the prescribed format without requisite enclosures shall not be entertained.
9. The Institute reserves the right to screen and call only such candidates who are found suitable for being recommended by the Screening Committee.
10. 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 etc.
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 the relevant format from the Competent Authority in respect of Physically challenged/PWD 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.) 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

13. The Court of jurisdiction for any related dispute will be at Chennai.
14. Relaxation in age, qualification and experience may be considered in case of proven abilities for internal candidates and for candidates from similar Govt. Institutes.
15. Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
16. The selected candidates on joining will be taken on probation 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
17. Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
18. 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.
19. CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
20. The Screening Committee constituted for a specific post may shortlist and call suitable candidates for interview, from those who have applied, for the post or lower posts without the formation of a separate screening committee.
21. Internal candidates and Candidates working in Central/State Govt./PSU/Autonomous Organization of Central Government or equivalent scale in private organization wherever applicable; are eligible to apply for suitable positions, provided they have completed a minimum period of three years in the immediate lower scale or equivalent scale to the post Advertised.
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
[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 format so that intimation regarding call letters for interview will be sent through email.

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, 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.