

GENERAL INFORMATION

- 1). The application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 2). The positions are purely on contractual basis, renewable yearly, based on performance.
- 3). The outer cover should be superscribed with the name of the post applied for.
- 4). Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 5). The Institute reserves the right to screen and call only such candidates who are found prima-facie suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for interview. Personal, Academic, Professional and all other details of candidates, basis for short listing, bench mark 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 confidence and will not be revealed to anyone whatsoever.
- 6). 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.
- 7). Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 8). 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.
- 9). Age must be below 65 years.
- 10). LIST OF ENCLOSURES:
 - (i). Date of Birth (Any age proof).
 - (ii).Copies of Educational certificates.
 - (iii). Post qualification experience certificates.
 - (iv).Any one Identity Card with photograph (E.g.Voter ID/Driving Licence/PAN Card/Ration Card etc.)
 - (v).Last drawn pay slip.
- 11). It is mandatory to send photocopies of each one of the documents enlisted above along with the application form.
- 12). 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 can be sent.
- 13). No application fee.
- 14). Good working knowledge of computers is desirable.
- 15). Applications complete in all respects strictly in the format provided, along with necessary enclosures, super-scribing the post applied for on the top of the envelope, by speed post should be sent to **“The Principal Director (Vigilance), CIPET Head Office, TVK Industrial Estate, Guindy, Chennai – 600 032”**.