

RULES & REGULATIONS

Advt No. CIPET / AGT / 2017-18/01

- 1) The selected candidates will be on probation for a period of two years and after successful completion of the probation period, the candidates shall be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.

(OR)

The selected candidates may be taken as a trainee, based on merits, for a period of one / two years and after successful completion of the training period, the candidates may be taken on probation period 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.

- 2) Reservation and relaxation for SC/ST/OBC(NCL)/Physically Challenged/Ex-Servicemen is applicable as per Central Govt. Orders/Rules.
- 3) During probation, in addition to Basic Pay(as per 7th Pay Commission), the candidate will be eligible for DA, HRA, Traveling, Magazine, Medical, Washing Allowance, Education Allowance for children, PF, Gratuity and LTC as per Rules.
- 4) Application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 5) The outer cover should be superscribed with the name of the post applied for.
- 6) 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.
- 7) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. should submit their application through proper channel.
- 8) The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
- 9) Incomplete/Unsigned applications, applications without requisite enclosures, applications not in CIPET Format, applications which are ineligible for certain recruitments, applications that are not properly marked/written on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute and such applications need not be presented to the Screening Committee.
- 10) The Institute reserves the right to screen and call only such candidates who are found suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for Written test / Skill 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.
- 11) No correspondence will be entertained from candidates regarding postal delays, conduct and result of Written test / Skill test and reasons for not being called for Written test / Skill test /reasons for not being selected in the Written test / Skill 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.

- 12) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 13) 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.
- 14) 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.

- 15) Sound knowledge of oral and written communications is essential.
- 16). 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 without assigning any reason.
- 17). The Court of jurisdiction for any related dispute will be at Chennai.
- 18). Relaxation in age, qualification and experience may be considered in case of internal candidates and candidates from Govt. Organisations as per Central Govt. Orders / Rules.
- 19). Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
- 20). 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 Written test / Skill test.
- 21). CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
- 22). The Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written test / Skill test, from those who have applied, for higher or lower posts without 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 / Skill test.
- 23). The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 24). The Institute reserves the right to fill or not to fill any or all the posts advertised.
- 25). 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

26).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 Written test / Skill test will be sent through email.

27).Appointment of selected candidates is subject to receipt of satisfactory Fitness Medical report from any 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.

28).Candidates, who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale including non-supervisory positions.

29).Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.

30).No application fee is to be paid by the candidate.

31).Good working knowledge of computers is desirable for all the posts.

32).The Departmental candidates/ Candidates working in Govt. Departments/Quazi-govt. who apply for suitable positions, should have served for a minimum period of three years as on the cutoff date as determined by the Institute in the level which is not more than one level below the position applied / advertised.

33).The unselected application forms of all/particular post/s received from candidates, in respect of this advertisement, 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 interview for all/particular post/s 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.

34). Candidates already employed in Central / State Govt. Institutions / Organisations / Quazi – Govt. / Autonomous Bodies etc. and well-versed in Central Govt. rules / regulations in the relevant field will be given preference.

35). **Written Test:**

Written test will be conducted on the relevant Technical / Non-Technical areas for which the candidate has applied. The duration of the test is **90 minutes**.

Written test comprises the following:

Sl. No	Type of Test	Particulars	Marks
1	Objective Test	60 Questions @ 1 mark per question	60
2	Descriptive Test	To answer 2 Questions out of three questions (2 Questions X 20 marks) (Each question should be answered atleast not less than 200 words.)	40
		Total Marks	100

The minimum benchmark for qualifying in written test is 60 and above. The candidates qualified in the written test in the order of merit will be called for skill / practical test and for verification of original certificates / testimonials. The skill test or practical test will facilitate to gauge a candidate as FIT / UNFIT based on possession of skills and job knowledge.

Skill Test / Practical Test:

The following modalities will be observed while conducting skill / practical test.

Accounts Assistants - Tally operations with some entries and preparation of final accounts with all reports. In addition the candidate has to operate MS Office.

Admn. Assistants – Operation of MS Office software (MS – Word, Excel, Power Point), Typing / Shorthand skills.

Technician Gr.III - Practical knowledge of all Relevant machineries. The Candidate is required to set parameters and operate the relevant machines/ equipments for the post he / she applied.