

## GENERAL INFORMATION

Advt No. CIPET-HLC-RECTT-08/2017

- 1). Application should be submitted only in the prescribed format which can be downloaded from the website [www.cipet.gov.in](http://www.cipet.gov.in)
- 2) Incomplete applications and applications received after last date of receipt of applications are liable for being rejected summarily.
- 3) Request for change of mailing address / Email / post /Centre as mentioned in the application will not be entertained.
- 4). Candidates called for interview from outstation will be reimbursed:
  - (a) For posts of Associate Professor and Assistant Professor - 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
  - (b) If the candidate travels by Air / higher class of train, his fare reimbursement will be restricted to eligible class as defined above.
- 5) These Positions are for selection on contractual basis and engagement will be for a period of three years only and will be subject to, continuance of the posts, requirement of the Institute and satisfactory performance of the candidate during the engagement period of contract. Extension, if any, of only deserving candidates, can be for a maximum period of another **two years** only; to be made on yearly basis and on recommendation of a duly constituted committee to assess the suitability for extension of contractual engagement beyond three years.
- 6). 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 shortlisting, 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 confidentiality and will not be revealed to anyone whatsoever.
- 7). No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview/reasons for not being selected in the interview. 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 etc. No communication/request in this regard will be entertained.
- 8). Candidates' capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 9). 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.
- 10). LIST OF ENCLOSURES:
  - (a) Date of birth / SSLC certificate for age proof
  - (b) Copies of Educational certificates
  - (c) Post qualification experience certificates

- (d) Any one Identity Card with photograph (E.g. Voter ID/Driving Licence/PAN Card/Ration Card etc.)
- (e) Last drawn pay slip
- (f) No objection certificate from present employer (if serving with Central / State Govt. / PSU / Autonomous body etc.)
- (g) Two Pass Port Size Photographs

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

11). The qualifications prescribed should have been obtained through recognized Board / University / Institute.

12) If any document / certificate furnished is in a language other than English or Hindi, a transcript of the same duly attested by a Gazette officer or Notary is to be submitted.

13) Any amendment, modification with reference to the advertisement shall be displayed on CIPET Website only.

14) In case of Universities / Institutes awarding CGPA / SGPA / OGPA grade etc., candidates are requested convert the same into percentage based on the formula as per their University / Institute.

15). 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.

16). The Court of jurisdiction for any related dispute will be at Chennai.

17).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 interview.

18) Apart from the merit, specialization in relevant area will be an added advantage for selection.

19) In addition to salary, other facilities like Annual Medical Health Check Up, uniform and leave encashment are also applicable.

20) During the contract period, the leave entitlements, as calculated on pro-rata basis, for a calendar year shall be as follows:

- (a) Casual Leave (CL) – 8 days
- (b) Medical Leave (ML) – 10 days
- (c) Earned Leave (EL) – 15 days
- (d) Restricted Holidays (RH) – 02 From out of the Restricted Holidays List as adopted by the center.

21) Details of educational qualification, work experience, age limit and other qualifications for the advertised posts shall be as per AICTE norms and relaxation in age limit for SC/ST/OBC / Women candidates shall applicable as per Rules.

22) If CIPET wishes to discontinue the contractual engagement or if the selected candidate wants to discontinue his contractual obligation, it may be done by giving one month's written notice to each other or one month's pay in lieu of notice thereof and terminate the contract without assigning any reason.

23).CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.

24).The Screening Committee constituted for a specific post may shortlist and call suitable candidates for interview, 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 interview.

25).The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.

26).The Institute reserves the right to fill or not to fill any or all the posts advertised.

27) Candidates are required to possess a valid Email ID, which is to be entered in the application form for making any correspondence on the subject with the candidate.

28) Engagement on contract of selected candidates is subject to receipt of Medical Fitness report from any one of the CIPET empanelled Hospital available across the country, Vigilance Report, Police Clearance 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.

29).Though the candidates have been provided with the option of choosing three CIPET Centers in order of their preference, however; persons engaged on contract 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 applications of the Candidates who do not mention the 'Post applied for', "Choice Of CIPET Centre" and the 'Advertisement number' on the top of the envelope, are liable to be rejected.

33).The application forms in respect of candidates not meeting the prescribed criteria and other provisions of "General Information" and hence not shortlisted for personal interview 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). In case of complaints / allegations of serious nature, the contract of engagement is liable to be terminated forthwith.

35). Retired Person below age of 65 years age can also apply.

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