

**GENERAL INSTRUCTIONS / TERMS & CONDITIONS FOR CONTRACTUAL
ENGAGEMENT AS LEGAL CONSULTANT**

- 1) The application should be submitted only in the prescribed application form for contractual engagement which can be downloaded from the website www.cipet.gov.in
- 2) These positions are purely on contractual basis, renewable as per the applicable terms and conditions and based on performance/recommendations by the concerned reporting authority.
- 3) The outer cover should be super scribed with the name of the position applied for.
- 4) Incomplete/Unsigned applications and applications without required enclosures will summarily be rejected.
- 5) The Institute reserves the right to screen and call only such candidates who have been recommended by the Screening Committee. Mere fulfilling the eligibility conditions will not automatically entitle to a candidate to be called for participating in the selection process. 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 selection process shall be maintained in strict confidence and will not be revealed to anyone under whatsoever circumstances.
- 6) No enquiries shall be entertained from candidates regarding postal delays, conduct and result of selection process and reasons for not being called for participating in the selection process. No correspondence shall be entertained from unsuccessful candidates.
- 7) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a mandatory requirement.
- 8) Canvassing in any form and or bringing in any influence by political or otherwise will be treated as a disqualification on the part of applicant's candidature.
- 9) Age must be below 65 years.
- 10) List of enclosures:
 - (i) 10th Std. certificate mentioning Date of Birth as proof of age.
 - (ii) Copies of educational qualifications.
 - (iii) Copies of previous employment letters including salary slip in support of last salary drawn at each of the previous employment as proof of experience claimed.
 - (iv) Copy of caste certificate for SC/ST/OBC (recent non-creamy layer

certificate) and Income & Assets Certificate for Economically Weaker Sections candidates issued by the Competent Authority.

- (v) Copy of the certificate of disability in the relevant format from the Competent Authority in respect of persons with disabilities as per Govt. of India Rules.
 - (vi) Relevant documents in case of Ex-servicemen
 - (vii) Bond details with the present employer, if any
 - (viii) Any one Identity Card with photograph (E.g. Voter ID/ Driving Licence / PAN / AADHAR card etc.).
 - (ix) Copy of salary certificate from the present employer (if applicable).
- 11) It is mandatory to send self-attested 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 form so that intimation regarding call letters inviting the shortlisted candidate for participating in the selection process can be sent.
 - 13) No application fee is applicable for applying for any of the advertised position.
 - 14) Good working knowledge of computers is desirable.
 - 15) Applications complete in all respects strictly in the prescribed application format along with necessary enclosures, super-scribing the contractual position applied for on the top of the envelope, should be sent by speed post to **“Principal Director (NP/Legal), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032”** on or before **30.10.2020**.
