

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 position is fulltime for tenure of 3 years subject to satisfactory performance of the individual reviewed every year.
- 3) The name of the post applied for should be stated on top of the envelope.
- 4) The outstation Candidates called for interview shall be reimbursed III AC train/ Bus fare only by the shortest direct route from the place of residence to the place of interview on production of tickets as per CIPET Rules.
- 5) Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 6) The Institute reserves right to accept/reject any application without assigning any reason there off.
- 7) 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.
- 8) 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:
 - I. Date of birth / SSLC certificate for age proof
 - II. No Objection Certificate from the present employer if serving with Central /State Govt./PSU etc.)
 - III. Copies of Educational certificates
 - IV. Post qualification experience certificates if any
 - V. Any Identity Card with photograph (eg.Voter ID/Aadhar Card/Driving License/PAN Card/Ration Card etc.)
 - VI. Last drawn pay slip
 - VII. Recent passport size photograph-2 nos.

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

- 12) Apart from merit, specialization in relevant area will be an added advantage for selection.
- 13) Depending upon the qualification and experience, higher salary may be offered in deserving cases.
- 14) Candidates are required to provide a valid Email ID, in the appropriate column while filling up application form so that intimation regarding letters for interview can be sent through Email.
- 15) No application fee.
- 16) Good Working knowledge of computers is desirable.
- 17) Salary & Other benefits;

Position	Salary (Rs).
Placement officer	40,000/- (Consolidated) Pm

In addition other facilities like Medical health checkup, uniform and Leave encashment etc. is also applicable.

- 18) Qualification, Experience& Area of Specialization;

Position	Qualification	Minimum experience
Placement Officer	B.Tech/B.E/MBA(HR) (Mechanical/Chemical/ Polymer/ or Equivalent) Candidate possess B.Tech and MBA (HR) is desirable.	05 year of placement experience in Institute/ HR Firm/ Industry with good Placement track record. Person having good interpersonal skills and interaction with industries, particularly in Plastic / Petrochemical sector will be preferred.

- 19) Leave eligible in a calendar year:
Casual Leave (CL) - 8 days
Medical Leave (ML) - 10 days
Earned Leave (EL) - 15 days.
Restricted Holiday (RH) - 2 days.
- 20) Age limit not exceeding 65 years.
- 21) Application complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post should be sent to:

Shri Anil Kr. Singh
Head Administration (Academics)
CIPET Head Office,
4th Floor, Student Activity Block,
T.V.K Industrial Estate,
Guindy, Chennai-600032
