

Advt. No. 2021-22/01

Date: 14.12.2021

GENERAL INSTRUCTIONS / TERMS & CONDITIONS FOR THE POSITION OF "LIAISON OFFICER" ON CONTRACTUAL ENGAGEMENT FOR FIXED TENURE IN CIPET

- 1) No application fee is applicable.
- 2) Candidates are required to possess a valid email ID, which is to be entered in the application form.
- 3) The application form may be downloaded from CIPET Website: www.cipet.gov.in and the same may be duly filled in (Neatly typed/hand written) by the candidate. Application along with documents can also be sent in advance at **Email:- liaisonoffice@cipet.gov.in, cipetliaisonoffice@gmail.com**
- 4) Candidates should report for **Walk-In-Interview** on notified date, time and venue along with duly filled in application form and self attested educational qualification and experience certificates etc.
- 5) This position is purely on contractual basis for fixed tenure, renewable on yearly basis based on performance. The maximum term of this engagement on contract shall in no case exceed three years under any circumstances.
- 6) Mere fulfilling the eligibility conditions will not automatically entitle a candidate for selection to the advertised position. 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.
- 7) No enquiries shall be entertained from candidates regarding selection process and reasons for non-selection to the advertised position. No correspondence shall be entertained from candidates.
- 8) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is amendatory requirement.
- 9) Canvassing in any form and or bringing in any influence, political or otherwise, will be treated as a disqualification on the part of applicant's candidature.
- 10) List of enclosures:-
 - (i) Self-attested copy of 10th Std. certificate mentioning Date of Birth as proof of age.
 - (ii) Self-attested copies of educational qualifications certificates.
 - (iii) Self-attested 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) Bond details with the present employer, if any
 - (v) Any one Identity Card with photograph (E.g. Voter ID/ Driving Licence / PAN / AADHAR card etc.).
 - (vi) Copy of salary certificate from the present employer.
- 11) Good working knowledge of computers is desirable.