

Rules & Regulations for Supervisory & Non-supervisory (Technical / Non-Technical) –Posts as per CIPET Administrative Manual June 2018 (Revision: 3)

- 1) For any updates including amendments/corrigendum and results concerning this recruitment notification, kindly visit CIPET Website.
- 2) No application fee is to be paid by the candidate.
- 3) Candidates are required to possess a valid Email ID, which is to be entered in the application form so that intimation regarding call letters for Written Test with Skill/Practical Test and/or Interview as applicable may be sent through email.
- 4) Application should be submitted only in the prescribed format which can be downloaded from the Institute's website www.cipet.gov.in
- 5) The Candidates should clearly mention "**Advertisement No. with date**" and "**Name of the post applied for**", on top of the envelope.
- 6) Relaxation for SC/ST candidates is applicable as per CIPET Rules.
- 7) Candidates called for Written Test with Skill/Practical Test and/or Interview as applicable, from outstation will be reimbursed:

For posts in the Pay Matrix Level- 10 and above	Rail AC III Tier by the shortest direct route from the place of residence/working to the place of Written Test with Skill/Practical Test and/or Interview and back.
For posts in the Pay Matrix Level- 7 and below	Rail Sleeper Class by the shortest direct route from the place of residence/working to the place of Written Test with Skill/Practical Test and/or Interview and back.

Note:

- (I) Where the place of residence is not connected by Rail, the Bus fare shall be paid to the Candidate.
- (II) The amount to be paid to a candidate shall, in no case, exceed the amount certified to have been spent by the candidate on such a journey. The candidate can travel by higher class / air journey, however, his claim will be restricted as per the eligibility as informed.
- (III) In cases, where the candidates called for Interview cannot be interviewed on the same date fixed and the interview is postponed to the next date, an all inclusive halting allowance admissible to the Institute's employees of the Grade or the post for which the candidate is being interviewed will be paid in the following cases:
 - a. If the day of Interview is declared as a National Holiday.
 - b. If the Members of the Selection Committee are not available on the day / date fixed for interview.
 - c. Where a Candidate is called for interview on a particular day but not interviewed on that day for administrative reasons.
- (IV) Rail / Bus fare as indicated above is admissible to the candidates called for the test or interview or both from outstations only and not to the candidates residing locally within the Municipal / Corporation limits of or within a short distance of say 20 kilometers radius from the place where the interview, tests, etc., takes place. The address indicated in the application by the candidate shall be the basis for determining whether the candidate is from outstation or not.

- 8) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. must forward their application through proper channel along with attested copies of their APAR/ACR for last 5 years and Vigilance Clearance Certificate or produce "No Objection Certificate" from their Department/ Organization at the time of Written Test with Skill/Practical Test and/or Interview; for the advertised post as applicable.
- 9) The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
- 10) Incomplete applications or applications not in the prescribed format or application without requisite enclosures shall not be entertained. Unsigned applications, applications which are ineligible for certain posts, applications that are not properly superscribed on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute.

- 11) 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/ to cancel the advertisement and/or the selection process there under without assigning any reason.
- 12) Candidates with higher qualification are also eligible to apply.
- 13) Relaxation in eligibility criteria may be considered in case of candidates having outstanding credentials and proven ability subject to such recommendation in the deliberation of the screening committee and approval thereof by the Competent Appointing Authority.
- 14) Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
- 15) The Departmental candidates/ Candidates working in Govt. Departments/Quasi-govt. who apply for suitable positions, should have, as on the cutoff date as determined by the Institute, served for a minimum period of three years in the immediate below level or for 8 years counted cumulatively in next two below levels with respect to the position applied / advertised.
- 16) The Institute reserves the right to screen and call only such candidates who are found suitable for being recommended by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for Written Test with Skill/Practical Test and/or Interview as applicable. The Institute / Screening Committee at its own discretion may also fix new criteria / bench marks in respect of qualification, experience etc., for screening candidates to be called for Written Test with Skill/Practical Test and/or Interview as applicable. 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.
- 17) Candidates, who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale; provided advertisement for such lower posts have been published/notified. Accordingly, the Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written Test with Skill/Practical Test and/or Interview as applicable, from amongst those who have applied, for the post or lower post without the 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 with Skill/Practical Test and/or Interview as applicable; provided advertisement for such higher or lower posts have also been published/notified.
- 18) The Institute reserves the right to increase / decrease the number of vacant posts and or not to fill up the vacancies at its discretion.
- 19) The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 20) No correspondence will be entertained from candidates regarding postal delays, conduct and result of Written Test with Skill/Practical Test and/or Interview as applicable and reasons for not being called for Written Test with Skill/Practical Test and/or Interview as applicable and reasons for not being selected in the Written Test with Skill/Practical Test and/or Interview as applicable. 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.**
- 21) Sound knowledge of oral and written communications is essential.
- 22) Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 23) Candidate should produce the caste certificate as per the form prescribed by the Govt. of India.
- 24) Appointment of selected candidates is subject to receipt of satisfactory Fitness Medical report from 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. In case of any discrepancy/dispute regarding the same, the decision of the Institute shall be final and binding on the candidate.
- 25) The selected candidates other than the internal departmental candidates on joining will be taken initially on probation for a period of two years. 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. However; for the posts (Technical as well as Non-Technical) corresponding to Pay Matrix Level-10 of VII CPC, those candidates, who, in the consideration of the Selection Committee are otherwise "FIT" for the post but lack the Essential Skill Sets as requisite for the Post, may be taken as "Trainee" on a consolidated salary of Rs.56,100/-, initially for a period of one year, on successful completion of which, they will be taken on Probation initially for a period of two years.

- 26) The selected candidates, for the post of Assistant Officer (Personnel & Administration) / Assistant Officer (Finance & Accounts), will be taken as Assistant Officer (Personnel & Administration) (Trainee) / Assistant Officer (Finance & Accounts) (Trainee), based on merit, initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of traineeship, the candidate may be taken on probation initially 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 suitability to the post, requirement of the institute etc.
- 27) The selected candidates, for the post of Assistant Technical officer, will be taken as Assistant Technical Officer (Trainee), based on merit, initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of traineeship, the candidate may be taken on probation initially 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 suitability to the post, requirement of the institute etc.
- 28) Candidates with valid GATE score [Graduate Aptitude Test in Engineering] in any of the relevant disciplines (Mechanical / Chemical / Polymer Technology or equivalent) will be exempted from taking Written Test and will appear directly in Skill / Practical Test. However; Candidates without valid GATE Score; as mentioned above; will be required to appear in both Written Test and Skill / Practical Test.
- 29) (i) The selected candidates for the post of Non-supervisory (Technical) i.e. Technical Assistant Gr III will be taken initially as a Trainee on a consolidated salary of Rs.21700/-, based on merit, for a period of one year and after successful completion of the traineeship, the candidates may be taken on probation initially 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.
- (ii) The selected candidates for the posts of Non-supervisory (Non-Technical) will be initially, either on probation for a period of two years and after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the posts and requirement of the institute, etc. or based on the recommendation of the selection committee, the selected candidates for the posts Non-supervisory (Non-Technical) may be taken initially as a Trainee, on consolidated salary of Rs.21700/-, based on merit initially, for a period of one year and after successful completion of the training period, the candidates may be taken on probation for a period of two years and after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the posts and requirement of the institute, etc.
- 30) During probation, in addition to Basic Pay (as per 7th Pay Commission), the candidate will be eligible for DA, HRA, Transport Allowance, Magazine, Medical, Washing Allowance, Education Allowance for Children, PF, Gratuity and LTC as per Rules.
- 31) Those application forms submitted by candidates in respect of advertised post(s) which have not been recommended by the screening committee, 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 Written Test with Skill/Practical Test and/or Interview as applicable for the particular post 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.
- 32) Good working knowledge of computers is desirable for all the posts.
- 33) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 34) Canvassing in any form and or bringing in any influence, political or otherwise, will be treated as a disqualification for the post applied for. For this purpose, telephonic enquiry may be treated by the Institute as canvassing.
- 35) LIST OF ENCLOSURES:
- i. Date of birth / SSLC certificate for age proof
 - ii. Caste certificate for SC/ST
 - iii. Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities as per Govt. of India Rules, if applicable.
 - 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.) along with attested copies of APAR/ACR of last 5 years & Vigilance Clearance Certificate
 - vii. Copies of Educational certificates
 - viii. Post qualification experience certificates
 - ix. Any one Identity Card with photograph (E.g. Voter ID/Driving Licence / PAN Card/Aadhaar Card etc.)
 - x. Salary Certificate from the present Employer
- 36) The Court of jurisdiction for any related dispute will be at Chennai.