



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

RULES & REGULATIONS

Advt No: CIPET HO/NO/CM/F/2020 dated:18.10.2020

I: PRIOR TO APPLY ONLINE:

1. Candidates are required to read carefully the essential qualifications, experience, etc prior to apply online.
2. Only those who meet the prescribed eligibility criteria need to apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he / she will be disqualified.
3. Application should be submitted only ONLINE through the link provided in the Institute's website www.cipet.gov.in.
4. Candidates are required to possess a valid Email ID, which is to be used as User ID for registration and other purposes. All communications with respect to written test, skill/practical test and/or interview, as applicable, shall be communicated through email.
5. Candidates should keep the scanned copy(ies) of the following documents prior to login in the online application portal:
 - (i) Recent passport size photograph with clear background (preferably white background);
 - (ii) Proof of date of birth;
 - (iii) Educational Qualifications (X, XII, UG, PG, etc);
 - (iv) Experience Certificate;
 - (v) Community Certificate;
 - (vi) Pay slip (as applicable);
 - (vii) Signature

II: WHILE SUBMITTING DATA IN THE ONLINE APPLICATION:

1. All columns / fields in the online application form are to be filled compulsorily;
2. Specific instructions with regard to the type of file, size are given in all the places wherever the document is to be uploaded.
3. The online input can be saved and viewed at any time till final submission of application online. Thereafter, candidate can only view the submitted application and no further editing is permissible.

III. Rights of the Institute:

1. The Institute reserves the right to fill or not to fill any or all the positions advertised.
2. The Institute reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
3. The Institute reserves the right to increase / decrease the vacant positions 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 positions.

4. 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 mark 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 short-listing, 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.
5. 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.
6. Depending upon the qualification and experience, higher / lower salary may be offered in deserving cases
7. The unselected application forms of all/particular position/s received from candidates, in respect of this advertisement, for the purposes of record retention, shall be retained with the Institute, only for a period of 30 days from the date on which the written test / interview for all/ particular position/s is held. In the case of cancellation of the recruitment of any/all of the position/s advertised, the application forms of the particular/all position/s shall be retained till the close of the office hours of the day of such cancellation. The written test/skill test papers / answer sheets of the unselected candidates, for all / particular position/s, in respect of this advertisement, for the purposes of record retention, shall be retained with the Institute, only for a period of 30 days, from the date on which the written test / interview for all/ particular position/s is held or till the date of the declaration of the result for the particular position/s, whichever is later.

IV: Documents to be sent to CIPET:

1. Print out of the online submitted application;
2. Date of birth / SSLC/10th certificate for age proof
3. Community certificate for SC/ST/OBC (recent non-creamy layer certificate) from competent authority [Certificates must have been issued by the competent authority, during the last three years from the date of the advertisement and not at an earlier date] [If applicable]
4. Certificate of disability in the relevant format from the Competent Authority in respect of Physically challenged/ persons with benchmark disabilities as per Govt. of India Rules. [If applicable]
5. Certificates of all Educational qualifications
6. Experience certificates
7. Any one Identity Card with photograph (e.g.Voter ID/Driving Licence/PAN Card/Ration Card/Aadhar Card etc.)
8. Last drawn pay slip (with date of joining details)
9. It is mandatory to send self attested photocopies of all the documents enlisted above along with the online application form downloaded upon submission.
10. The hard copy / print out of the application submitted through online along with necessary enclosures (uploaded online) should be sent by speed post to **“Principal Director (New Projects), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032” latest by 15.11.2020.**
11. Candidates should clearly mention “Advertisement No. with date”, “Name of the position applied for” and “Name of the Centre applied for” on top of the envelope/cover.

V: Others:

1. No application fee is to be paid by the candidate.
2. Candidates need not apply separately for each location.
3. Candidates who have already appeared interview for any of the above mentioned position earlier at CIPET need not apply again.
4. Reservation and relaxation for SC / ST / OBC-NCL / Ex-Servicemen / Persons with disabilities (PWD) is applicable as per Central Govt. Orders and CIPET Rules.
5. In the case of OBC candidates with non-creamy layer status, the community certificates must have been issued by the competent authority in the prescribed format as shown below, during the last three years from the date of the advertisement and not at an earlier date. Any OBC community certificate issued on a date otherwise as aforesaid shall be treated as invalid and such candidates shall not be eligible for the relaxation in the upper age limit by three years. OBC candidates with non-creamy layer status only, shall be eligible for relaxation in the upper age limit as per Govt. of India Rules. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer [if applicable].
6. In the case of the candidates belonging to Economically Weaker Sections, the Income & Assets Certificate must have been issued by the competent authority in the prescribed format (Govt. of India, DoPT O.M.No.36039/1/2019-Estt (Res), dated 31st January, 2019).[If applicable]
7. The crucial date for determining the age limit, experience and all related matters shall be the closing date for submission of online applications from candidates.
8. Your period of engagement (purely on the basis) with the Institute will be for a period of three years, renewable on yearly basis in writing based on satisfactory performance.
9. Your services may be terminated at any point of time during the contract period, for any reason whatsoever, after giving one month notice by the Institute or one month salary in lieu of notice to you. Similarly you can leave the Institute at any time during the contract period by giving one month notice or by paying one month salary in lieu thereof, and also after proper handing over of all the relevant documents, equipments, work etc. to the specified person as directed by the Institute. On completion of three years contract period, your engagement with the Institute will come to end and you will be relieved automatically even otherwise no order to that effect is issued.
10. This engagement will not confer any right or entitlement for claiming absorption against any regular vacancies arising for the position held by you or any other position at CIPET.
11. Reimbursement of 2nd Class train fare will be provided subject to production of proof as per CIPET rules to the candidates called for Written Test with Skill/Practical Test and/or Interview as applicable.
12. Incomplete applications or applications not in the prescribed online format or applications without requisite enclosures are liable to be rejected.
13. Candidates with higher qualification are also eligible to apply.
14. 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.

15. 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 / server / internet problem etc. No communication/request in this regard shall be entertained.
16. Good working knowledge of computers is desirable.
17. The Court of jurisdiction for any related dispute will be at Chennai only.
18. Canvassing in any form and or bringing in any influence by political or otherwise will be treated as a disqualification for the position applied for.

Note: In case of any clarification / guidance regarding submission of online application or any issues related with uploading documents, please contact:

Sr. Officer (P&A)
CIPET Head Office
(Mobile No: 9884316250)
