

**APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT FOR LIMITED OR
FIXED PERIOD IN CIPET**

Note: i) Please read the attached information regarding last date of submission of duly completed application form, eligibility criteria, educational qualifications & experience and general terms and conditions before filling the application form.

ii) Please tick (✓) wherever applicable.

1. **Contractual Position Applied For:**

**Paste recent
passport size
photograph**

2. **Centre applied for :**

(Applicable if advertisement is in r/o contractual position at more than one CIPET Centres)

3. **Full Name**
(in BLOCK letters)

4. **Date of Birth** **Blood Group**

5. **Community**
(SC/ST/OBC/GEN)
(enclose self-attested copy of certificate)

6. **Whether Economically Weaker Sections (EWSs)** Yes No
(enclose self-attested copy of certificate)

7. **Whether Physically Challenged** Yes No

If yes, state % of disability
(certificate to be enclosed)

8. **Whether Ex-Servicemen** Yes No

9. **Gender** Male Female Others

10. **Marital status** Married Single Others

11. **Nationality** **Religion**

12. **Mother Tongue**

13. (a) Name and address of parents

(b) Name of spouse (if applicable)

(c) if spouse is employed,
(provide employer name & place)

14. Present postal address for
correspondence

Tel : **Mob :**

E-mail:

15. Place of Upbringing / Hometown:

16. Permanent address

17. Present employment

Employer's Website:

21. Details of your Ph.D Thesis (If applicable)
(enclose abstract of Thesis)

Sl. No.	Degree	Title of Thesis	University
01.	Ph.D.		

22. Professional Qualification(s) (e.g. Professional Training, Courses, Workshops etc. attended, in case applicable for the position applied for)

(enclose as a separate sheet)

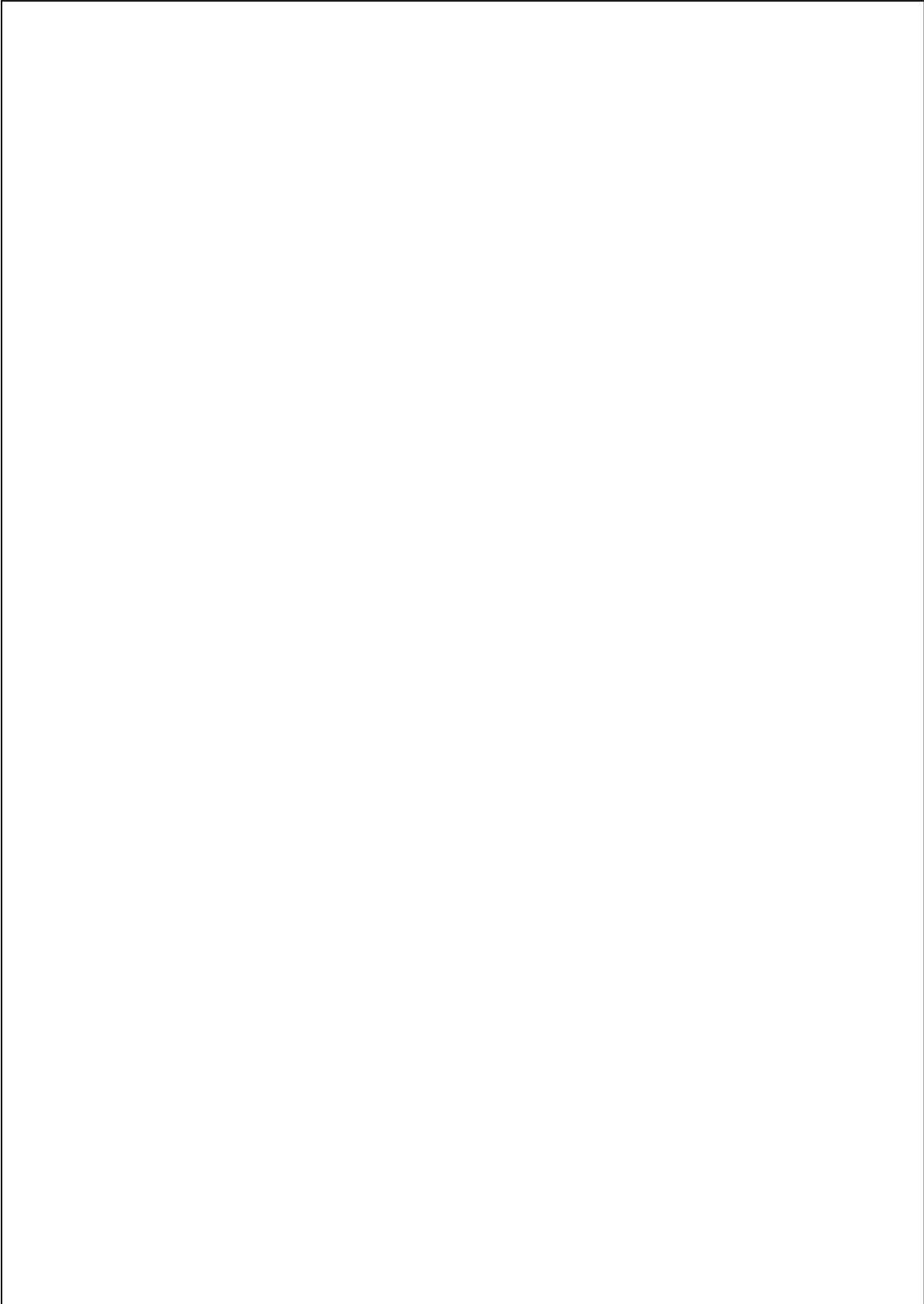
23. Employment details* : (Details in chronological order, starting with present employment upto the first employment)

Sl. No.	Name & Address of Organization / Employer	Position held / Designation	Pay Scale & Gross Salary	Period of Employment (Month/Year)		Place / state of employment	Nature of duties
				From	To		

(*enclose extra sheet, if required)

24. Please furnish details regarding Nature of duties, Job Description/Responsibilities, Experience and Major achievements, if any, in your past/present employment

(Use a separate sheet, if required)

A large, empty rectangular box with a thin black border, intended for the applicant to provide details regarding their nature of duties, job description/responsibilities, experience, and major achievements in their past or present employment.

25. Reference:

Responsible persons not related to the applicant but closely acquainted with the applicant

Name and Designation	Address
1.	Mob: Email:
2.	Mob: Email:

26. Notice period required for completing relieving formalities with present Employer on selection:

27. Details of relatives working at CIPET, if any :

28. Any other information you may like to furnish to CIPET:

29. Provide details of your Social / Political / Religious Affiliations, if any:

30. Copies of documents enclosed:

(i) .

(ii) .

(iii) .

(iv) .

(v) .

(vi) .

(vii) .

(viii) .

(ix) .

(x) .

DECLARATION

I declare that the entries made in the columns of this “Application Form for Contractual Engagement for limited or fixed period in CIPET” are correct and true to the best of my knowledge & belief and nothing has been either concealed or misrepresented by me. In case of any concealment or misrepresentation, noticed during the engagement / at a later date, I understand that contractual engagement, if gained, is liable to be terminated forthwith without notice to me.

Place:

Signature

Date:

N.B.: 1) Use separate sheets wherever necessary while filling the application form.

2) All entries in this application form shall be neatly typed /written.

**GENERAL INSTRUCTIONS / TERMS & CONDITIONS FOR APPLYING FOR POSITIONS
ON CONTRACTUAL ENGAGEMENT FOR LIMITED OR FIXED PERIOD IN CIPET**

- 1) The application should be submitted only in the prescribed application form for advertised positions for engagement on contract for limited or fixed period in CIPET, which can be downloaded from the CIPET website www.cipet.gov.in
- 2) These positions are purely on contractual basis, renewable as per the applicable terms and conditions subject to performance and recommendations thereto by the concerned CIPET Centre Head provided the maximum term of such engagement on contract shall in no case exceed three years under any circumstances.
- 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 to participate in the selection process only such candidates who have been recommended by the Screening Committee. Mere fulfilling the eligibility conditions will not automatically entitle 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, political or otherwise, will be treated as a disqualification on the part of applicant's candidature.
- 9) Age:
 - (i) For engagement on contract of persons other than Retired/Ex-CIPET employee(s): Must be below 65 years.
 - (ii) For engagement on contract of Retired/Ex-CIPET employee(s): The maximum age for Retired / Ex-CIPET employees to apply for engagement on contract in CIPET should not be more than 64 years as on last date notified in the circular for receiving applications.

- 10) List of enclosures(Not applicable in case application is for contractual engagement for limited or fixed period of Retired/Ex-CIPET employee(s):
 - (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) 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 (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 positions.
- 14) Good working knowledge of computers is desirable.
- 15) Applications complete in all respect and 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 registered / speed post to **“Principal Director & Head, CIPET: IPT-Bhubaneswar, B-25/CNI Complex, Patia, Bhubaneswar – 751 024”** .