

Recruitment of Supervisory Positions (Technical/Non-Technical)

RULES & REGULATIONS

Advt. No. CIPET / HO-AI / 05 / 2018

Date: 26.09.2018

- 1) Candidates selected for posts in Pay Level 7 will initially be recruited as Trainee for a period of one year on consolidated salary of Rs.44,900/- before being put on 02 years probation and on successful completion of probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.
- 2) Candidates selected for posts in Pay Level 10 and 11 will be on probation for a period of two years and on successful completion of probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.

(OR)

Candidates selected for posts in Pay Level 10 and 11 may be taken as a trainee on a consolidated salary equal to first cell of applicable VII CPC Pay Matrix Level in respect of the post against which the candidate is selected as a Trainee, based on merits, for a period of one / two years and after successful completion of the training period, the candidates may be taken on probation for a period of two years. On successful completion of probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc. As a trainee, the candidate shall not be entitled for any allowance including Dearness Allowance (DA).

- 3) Reservation and relaxation for SC/ST/OBC(NCL)/Persons with disabilities is applicable as per Central Govt. Orders/Rules.
- 4) For the post of Asst. Technical Officer, preference will be given to Candidates with GATE score [Graduate Aptitude Test in Engineering] in any of the relevant discipline/s (Mechanical / Chemical / Polymer Technology or equivalent).
- 5) During probation, in addition to Pay, the candidate will be eligible for DA, HRA, Transport, Washing Allowance, PF, Gratuity as per CIPET Rules.
- 6) Application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 7) The outer cover should be superscribed with the name of the post applied for.
- 8) Candidates called for Written Test with Skill/Practical Test for posts in Pay Level 7 from outstation will be reimbursed To & Fro Rail Sleeper class fare and candidates called for Written Test and/or Interview for posts in Pay Level 10 & 11 from outstation will be reimbursed To & Fro Rail AC III Tier fare, by the shortest direct route from the place of residence/working to the place of Written Test/Skill Test /Practical Test/ Interview etc. and back on production of tickets as per CIPET Rules. In case, if the candidate travels by Air / higher class of train, his fare reimbursement will be restricted to class as defined above.
- 9) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. should submit their application through proper channel or produce 'NOC' from the Competent Authority of their Department / Organization at the time of Written Test with Skill / Practical Test or Written Test and/or Interview.
- 10) The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
- 11) Incomplete/Unsigned applications, applications without requisite enclosures, applications not in CIPET Format, applications which are ineligible for certain recruitments, applications that are not properly marked/ superscribed on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute.
- 12) The Institute reserves the right to screen and call only such candidates who are recommended by Screening Committee for being called for Written Test with Skill/Practical Test or Written Test and/or Interview, as applicable. Mere fulfilling of the norms will not automatically entitle a candidate to be called for Written Test with Skill/Practical Test for post corresponding to VII CPC Pay Matrix Level 7 and Written Test and/or Interview for posts corresponding to VII CPC Pay Matrix Level(s) 10 and 11. 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.

- 13) No correspondence will be entertained from candidates regarding postal delays, conduct of Written Test with Skill/Practical Test or Written Test and/or Interview and reasons for non-selection. 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.
- 14) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 15) 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.
- 16) LIST OF ENCLOSURES:
- i. Date of birth / SSLC certificate for age proof
 - ii. Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) from Competent Authority
 - iii. Certificate of disability in respect of Physically challenged.
 - 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 Body etc.)
 - vii. Copies of Educational certificates
 - viii. Experience certificates
 - ix. Any one Identity Card with photograph (E.g.Voter ID/Driving Licence/PAN Card/Ration Card etc.)
 - x. Last drawn pay slip
 - xi. GATE Score Card, if applicable.

It is mandatory to send self attested photocopies of each one of the documents enlisted above along with the application form. In the absence of the relevant documents, the application of the candidate will not be considered.

- 17) Sound knowledge of oral and written communications is essential.
- 18) 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 without assigning any reason.
- 19) The Court of jurisdiction for any related dispute will be at Chennai.
- 20) Relaxation in age may be considered in case of internal candidates and candidates from Govt. Organizations as per Central Govt. Orders / Rules and CIPET Rules and Regulations governing the subject.
- 21) Depending upon the qualification and experience, higher/lower salary corresponding to post applied for; **OR** immediate lower post than the post applied for; provided recruitment advertisement for immediate lower post has also been notified; may be offered in deserving cases.
- 22) The Institute reserves the right to fill up all the vacancies or not to fill up the vacancies at its discretion without assigning any reasons thereof. The Institute / Screening Committee at its own discretion may fix new criteria / bench marks in respect of qualification, experience etc., for screening candidates to be called for Written Test with Skill/Practical Test for post corresponding to VII CPC Pay Matrix Level 7 and Written Test and/or Interview for posts corresponding to VII CPC Pay Matrix Level(s) 10 and 11, as applicable. Director General, based on specific recommendation of Screening Committee, may relax eligibility criteria in case of internal/ Departmental Candidates from Government Organization having outstanding credential and proven abilities.
- 23) CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason thereof.
- 24) The Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written Test with Skill/Practical Test for post corresponding to VII CPC Pay Matrix Level 7 and Written Test and/or Interview for posts corresponding to VII CPC Pay Matrix Level(s) 10 and 11 from amongst those who have applied for a post which is higher or lower than the post applied for by them, without formation of a separate screening committee with an intention to provide ample opportunity and to ensure more number of candidates appear for the above mentioned Tests and/or Interview.
- 25) The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 26) The Institute reserves the right to fill or not to fill any or all the posts advertised.

- 27) 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.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA
[G.I., Dept. of Per. & Trg., O.M.No.36033/28/94-Estt.(Res), dated 2-7-1997.]

This is to certify that..... son/daughter ofof villageDistrict/Division belongs to thecommunity which is recognized as a Backward Class Under.....
Shri..... and/or his family ordinarily reside(s) in the.....District/Division of the.....State.
This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT), dated 8-9-1993.

Competent Authority

Dated:

Seal

- 28) Candidates are required to possess a valid Email ID, which is to be entered in the application format so that intimation regarding call letters for Written Test with Skill/Practical Test or Written Test and/or Interview will be sent through email.
- 29) Appointment of selected candidates is subject to receipt of "Fit to join duty in the appointed post" Medical report from any one of the CIPET empanelled Hospital available across the country, Disciplinary and Vigilance Clearance Certificate from previous employer in case candidate is already serving in Government/ PSU/Autonomous Body etc., Police Verification Report and Good Conduct Certificate from two Gazetted Officers of State/Central Government.
- 30) Candidates, who do not measure up to the requirements of the post applied for, may be considered for suitable post corresponding to immediate lower VII CPC Pay Matrix Level; provided recruitment advertisement for the post corresponding to immediate lower VII CPC pay Matrix Level has been notified.
- 31) Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 32) No application fee is to be paid by the candidate
- 33) Good working knowledge of computers is desirable for all the posts.
- 34) The Departmental candidates/ Candidates working in Govt. Departments/Quasi-govt. who apply for suitable positions, should have served for the defined period in specified VII CPC Pay Matrix Level(s) as per recruitment notification.
- 35) The unselected application forms / verification formats of particular post 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 three months from the date on which the Written Test with Skill/Practical Test for post corresponding to VII CPC Pay Matrix Level 7 and Written Test and/or Interview for posts corresponding to VII CPC Pay Matrix Level(s) 10 and 11 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.
- 36) Candidates already employed in Central / State Govt. Institutions / Organizations / Quasi – Govt. / Autonomous Bodies etc. and well-versed with Central Govt. rules / regulations in the relevant field will be given preference.