

GENERAL INFORMATION

- 1) The application should be submitted only in the prescribed format which can be downloaded from the website www.cipet.gov.in
- 2) The position is fulltime for a tenure of 3 years and the continuance of tenure will be subject to satisfactory performance of the individual reviewed every year.
- 3) The envelope should be superscribed with the name of the post applied for
- 4) The outstation Candidates called for interview shall be reimbursed to III AC train/ Bus fare only by the shortest direct route from the place of residence to the place of interview on production of tickets as per CIPET Rules.
- 5) Incomplete/Unsigned applications and applications without required enclosures will be rejected.
- 6) The Institute reserves right to accept/reject any application without assigning any reason there off.
- 7) The mere fulfilling of the minimum eligibility shall not entitle any candidate to be called for interview.
- 8) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. No correspondence shall be entertained from unsuccessful candidates.
- 9) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 10) 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.

11) LIST OF ENCLOSURES:

- I. Date of birth / SSLC certificate for age proof
- II. No Objection Certificate from the present employer if serving with Central /StateGovt./PSU etc.)
- III. Copies of Educational certificates
- IV. Post qualification experience certificates if any
- V. Any Identity Card with photograph (eg.Voter ID/Aadhar Card/Driving Licence/PAN Card/Ration Card etc.)
- VI. Last drawn pay slip
- VII. Recent passport size photograph-2 nos.

It is mandatory to send photocopies of each one of the documents enlisted above along with the application form.

12) Apart from merit, specialization in relevant area will be an added advantage for selection.

13) Depending upon the qualification and experience, higher salary may be offered in deserving cases.

14) Candidates are required to provide a valid Email ID, in the appropriate column while filling up application form so that intimation regarding letters for interview can be sent through Email.

15) No application fee.

16) Good Working knowledge of computers is desirable.

17) Salary & Other benefits;

Position	Salary (Rs).
Placement Officer	40,000/- (Consolidated) Pm
Assistant Placement officer	30,000/- (Consolidated) Pm

In addition other facilities like Medical health checkup, uniform and Leave encashment etc is also applicable.

18) Qualification, Experience & Area of Specialization;

Position	Qualification	Minimum experience
Placement Officer	B.Tech/B.E (Mechanical/Chemical/ Polymer or Equivalent)	05 year of placement experience in Institute/ HR Firm/ Industry with good placement track record. Person having good interpersonal skills and interaction with industries, particularly in Plastic / Petrochemical sector will be preferred.
Assistant Placement Officer	Graduate/Diploma or Equivalent	Graduate with 03 years or Diploma with 05 years of Placement experience with good placement track record. Person having good interpersonal skills and interaction with industries, particularly in Plastic / Petrochemical sector will be preferred.

19) Leave Eligible in a calendar year:- casual Leave(CL) 8 days, Medical Leave (ML) 10 days and Earned Leave(EL) 15 days. In addition also Restricted Holiday (RH) 2 days.

20) Age limit of Candidate 35 years.

21) Application complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post should be sent to:

Shri Anil Kr. Singh
Head Administration (Academics)
CIPET Head Office,
4th Floor, Student Activity Block,
T.V.K Industrial Estate,
Guindy, Chennai-600032
