



**RULES & REGULATIONS**

**Advt.No.CIPET/HO-AI/CM/C/2020 Dated:10.03.2020 & Advt.No.CIPET/HO-AI/CM/D/2020 Dated:10.03.2020**

1. No application fee is to be paid by the candidate.
2. Reservation and relaxation for SC / ST / OBC-NCL / Ex-Servicemen / Persons with disabilities (PWD) is applicable as per Central Govt. Orders and CIPET Rules.
3. Application should be submitted only in the prescribed format which can be downloaded from the Institute's website [www.cipet.gov.in](http://www.cipet.gov.in)
4. 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.
5. Your period of engagement with the Institute will be for a period of three years, renewable on yearly basis in writing, purely on the basis of your fitness for the post / performance and the need of the Institute.
6. 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.
7. This engagement will not confer any right or entitlement for claiming absorption against any Regular vacancies arising for the post held by you or otherwise.
8. The Candidates should clearly mention "Advertisement No. with date", "Name of the post applied for" and "Name of the Centre applied for" on top of the envelope.
9. Candidate need to apply separately for each post and for each location.
10. Reimbursement of 2<sup>nd</sup> 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.
11. The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
12. Incomplete applications or applications not in the prescribed format or applications without requisite enclosures are liable to be rejected. Unsigned applications, applications which are ineligible for certain posts, applications that are not properly super scribed on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute.
13. 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.

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14. Candidates with higher qualification are also eligible to apply.
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. 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.
17. Depending upon the qualification and experience, higher / lower salary may be offered in deserving cases.
18. 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 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.
19. The Institute reserves the right to increase / decrease the vacant posts 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 posts.
20. CIPET reserves the right to cancel the advertisement and / or the selection process there under without assigning any reason.
21. The Institute reserves the right to fill or not to fill any or all the posts advertised.
22. 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 shall be entertained.
23. 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.

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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 of .....of village .....District/Division belongs to the .....community 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

24. The unselected application forms of all/particular post/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 post/s 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. The written test/skill test papers / answer sheets of the unselected candidates, for all / particular post/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 post/s is held or till the date of the declaration of the result for the particular post/s, whichever is later.
25. 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) as shown below:

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. Date:

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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26. Sound knowledge of oral and written communications is essential.

27. Good working knowledge of computers is desirable for all the posts.

28. 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 [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]
- iii. Certificate of disability in the relevant format from the Competent Authority in respect of Physically challenged/PWD as per Govt. of India Rules.
- 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.)
- 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/Ration Card/Aadhar Card etc.)
- x. Last drawn pay slip (with date of joining details)

The candidate must enclose self attested photocopies of 10<sup>th</sup> std /UG/PG Certificates & marksheets as proof of your educational qualification, failing which your application is liable to be rejected.

The candidate must also enclose self attested photocopies of experience / service certificates of all the past employment/s, as proof of experience, failing which your application is liable to be rejected. In the case of present / serving employment, the candidate must enclose the self-attested copy of the appointment order and the self-attested copy of the last drawn pay slip (with date of joining details).

It is mandatory to send photocopies of each one of the applicable documents enlisted above, along with the application form. In the absence of the relevant documents, the application of the candidate is liable to be rejected.

29. The Court of jurisdiction for any related dispute will be at Chennai only.