

## **Annexure -II**

### **GENERAL INFORMATION**

- 1). The application should be submitted only in the prescribed format which can be downloaded from the website [www.cipet.gov.in](http://www.cipet.gov.in)
- 2). The positions are purely on contractual basis, renewable yearly, based on performance.
- 3). The outer cover should be superscribed with the name of the post applied for\_\_\_\_\_.
- 4). Candidates called for interview for the above post from outstation will be reimbursed To & Fro Air fare by the shortest route from the place of their 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 the right to screen and call only such candidates who are found prima-facie suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for interview. Personal, Academic, Professional and all other details of candidates, basis for shortlisting, bench mark 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 confidence and will not be revealed to anyone whatsoever.
- 7). 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.
- 8). Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 9). 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.
- 10). LIST OF ENCLOSURES:
  - (i). Date of birth / SSLC certificate for age proof
  - (ii).No Objection Certificate from the present employer (if serving with Central/State Govt./ PSU etc.)
  - (iii).Copies of Educational certificates
  - (iv). Post qualification experience certificates
  - (v).Any one Identity Card with photograph (E.g.Voter ID/Driving Licence/PAN Card/Ration Card etc.)
  - (vi).Last drawn pay slip

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

- 11). Sound knowledge of oral and written communications.
- 12). Apart from merit, the specialization of a candidate within a department, will play a vital role in selection, candidate with specialization in greater need by the department being given preference.
- 13). Depending upon the qualification and experience, higher salary may be offered in deserving cases.
- 14). The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 15). 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 interview can be sent.
- 16). Candidates who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale.
- 17). Persons recruited are liable to be posted and transferred anywhere in India.
- 18). No application fee.
- 19). Good working knowledge of computers is desirable.

<b>Position</b>	<b>Maximum Age limit</b>
Principal-Academic Programs	<b>As per AICTE &amp; UGC guidelines</b>

Note: Age relaxation will be considered in case of deserving and meritorious candidates.

20). Applications complete in all respects strictly in the format provided, along with necessary enclosures in an envelope by speed post should be sent to **“The Director (Administration), Central Institute of Plastics Engineering and Technology, Corporate Office, TVK Industrial Estate, Guindy, Chennai – 600 032”** latest by **10.09.2016**.