

**Recruitment of Supervisory (Technical & Non-Technical) &  
Non-Supervisory (Technical & Non-Technical) Posts**

**Advt. No. CIPET/HO-AI/02/2023**

**Date: 12.04.2023**

CIPET, a premier Institute is fully devoted to the growth of Petrochemicals & allied Industries focus on Skill Development, Technology Support Services, Academics & Research. CIPET invites applications from candidates for the following posts (Group- B & C) on direct recruitment basis:-

S.N	Name of the Post	Tentative Vacancies *	Pay and Allowances **
<b>SUPERVISORY (TECHNICAL) – GROUP-B POST</b>			
1	<b>Assistant Technical Officer *** (Skill Development/ Processing / Testing / Design / Tool Room / CAD/CAM)</b>	10	UR-05, SC-04, EWS - 01  • VII CPC Pay Matrix Level 7 & Basic Pay: Rs.44900/- per month
<b>SUPERVISORY (NON-TECHNICAL) – GROUP-B POST</b>			
2	<b>Assistant Officer (F&amp;A) ***</b>	1	SC-01  • VII CPC Pay Matrix Level 7 & • Basic Pay: Rs.44900/- per month
<b>NON-SUPERVISORY (TECHNICAL) – GROUP-C POST</b>			
3	<b>Technical Assistant Gr. III *** (Tool Room /Testing / Processing/ Design (CAD-CAM-CAE))</b>	20	GEN-12, EWS-02 OBC-02, SC-03 & ST-01  • VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month
<b>NON-SUPERVISORY (NON-TECHNICAL) – GROUP-C POST</b>			
4	<b>Administrative Assistant Gr.III ***</b>	3	UR-04, OBC-02  • VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month
5	<b>Accounts Assistant Gr.III ***</b>	4	EWS-01  • VII CPC Pay Matrix Level 3 & Basic Pay: Rs.21700/- per month

**N.B:** \* Vacancies are subject to change, based on need.

\*\* In addition to Basic Pay, DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations is also applicable.

\*\*\* Candidates selected for the above posts will initially be recruited as Trainee for a period of one year on consolidated salary of Rs.44,900/- p.m. & Rs. 21,700/- p.m., as applicable, before being put on 02 years probation.

For detailed information on Essential Qualifications & Experience, Application Form and Rules & Regulations, please visit our website: [www.cipet.gov.in](http://www.cipet.gov.in). For any updates including amendments/corrigendum and results concerning this recruitment notification, kindly visit CIPET Website.

Applications strictly in the prescribed format along with necessary enclosures by Registered / Speed Post should reach to “**Director (Administration), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032**” latest by **29<sup>th</sup> May 2023**. Application received after the last date will not be accepted.

The Candidate should clearly mention “**Advt. No. with date**” and **Name of the post applied for**, on top of the envelope.

Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

**Essential Qualification & Experience: Assistant Technical Officer (Skill Development / Processing / Testing /Design / Tool Room / CAD/CAM)**

S. No.	Details	Requirement
1.	Name of the Post	<b>Assistant Technical Officer (Skill Development / Processing / Testing /Design / Tool Room / CAD/CAM)</b>
2.	Pay	<ul style="list-style-type: none"> <li>Pay Matrix Level 7 Basic: Rs.44900/-p.m.</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"> <li>Upto 32 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines.</li> <li>Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> <li>Full time 1st Class in B.E./B. Tech in Mech/ Chem/Polymer Technology or equivalent with two years relevant post qualification experience.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>Full time 1st Class M.Sc. with specialization in Polymer Science with 3 years post qualification experience in relevant field of Polymers/Plastics.</li> <li>At least 3 years experience in pay matrix level-06 under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi- Government or autonomous bodies or statutory organizations <b>OR</b> equivalent scale in private organization.</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>Knowledge of Quality Management as per ISO/IEC 17025:2005, ISO 9001, Uncertainty Measurement, 6 Sigma or other relevant QMS preferred.</li> <li>Should have good oral &amp; written communication skills.</li> <li>Competency in hands-on experience in sophisticated machineries/equipments.</li> <li>Experience of planning &amp; execution of production / job order schedule &amp; customer dealing/satisfaction</li> </ul>
6.	Remarks	The selected candidates will be taken as <b>Assistant Technical Officer (Trainee)</b> , initially for a period of one year with a consolidated salary of Rs.44,900/-p.m. and after successful completion of training they will be taken as Assistant Technical Officer on probation initially for a period of 02 years.

Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

**Essential Qualification & Experience: Assistant Officer (Finance & Accounts)**

S. No.	Details	Requirement
1.	Name of the Post	<b>Assistant Officer (Finance &amp; Accounts)</b>
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>• Pay Matrix Level 7 Basic:Rs.44900/-p.m.</li> <li>• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"> <li>• Upto 32 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines.</li> <li>• Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> <li>• Full time first Class B.Com with full time first class MBA (Finance) / Full time first class M.Com from a recognized University with 03 years relevant post qualification experience.</li> <li>• At least 3 years experience in pay matrix level-06 under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi- Government or autonomous bodies or statutory organizations <b>OR</b> equivalent scale in private organization.</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>• Should possess sound skills in Government Financial Rules (GFR), Budgeting &amp; Cost Accounting practices, implementing electronic and modern methods of book keeping.</li> <li>• Finalization of financial budgets and accounts including internal/statutory audit</li> <li>• Skill on Funds Management and arranging finance for purchases</li> <li>• Exposure to FERA guidelines and Computerized Accounting including Tally / MIS / ERP</li> </ul>
6.	Remarks	The selected candidates will be appointed as <b>Assistant Officer (Finance &amp; Accounts) (Trainee)</b> , initially for a period of one year with a consolidated salary of Rs.44,900/-p.m. and after successful completion of training period, they will be taken as Assistant Officer (Finance & Accounts) on probation initially for a period of 02 years.

Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

**Essential Qualification & Experience: Technical Assistant Gr.III (Tool Room/ Testing/ Processing/Design (CAD-CAM-CAE))**

S. No.	Details	Requirement
1.	Name of the Post	<b>Technical Assistant Gr.III (Tool Room/ Testing/ Processing/Design (CAD-CAM-CAE))</b>
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>• Pay Matrix Level 3 Basic: Rs.21700/-p.m.</li> <li>• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"> <li>• Upto 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines upto a maximum of 05 Years.</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> <li>• Dip. in Mech. / DPMT/ DPT/ PGDPTQC/PGDPPT/PDPMD with CAD/CAM; with 01 year relevant post qualification experience.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• ITI (Fitter / Turner / Machinist) with 02 years relevant post qualification experience</li> </ul>
5.	Remarks	The selected candidates will be taken as <b>Technical Assistant Gr.III (Trainee)</b> , initially for a period of one year with a consolidated salary of Rs.21,700/- p.m. and after successful completion of training they will be taken as Technical Assistant Gr.III on probation initially for a period of 02 years.

**Essential Qualification & Experience: Administrative Assistant Gr.III**

S. No.	Details	Requirement
1.	Name of the Post	Administrative Assistant Gr.III
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>Pay Matrix Level 3 Basic: Rs.21700/- p.m.</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li> </ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"> <li>Upto 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law/ Central Govt. guidelines upto a maximum of 05 Years</li> </ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"> <li>Graduation in any discipline from recognized University with minimum 52% marks.</li> <li>Minimum 02 years post qualification experience in handling Office Communications.</li> <li>Speed in English typing @ 35 wpm or speed in Hindi Typing @ 30 wpm. (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 keys depressions for each word)</li> <li>Proficiency in Computer operations including knowledge of MS Office, noting and drafting.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Strong oral &amp; written communication skills.</li> <li>Experience in Administration, Establishment, Personnel, Placement matters.</li> </ul>
5.	Remarks	<p>The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Administrative Assistant Gr. III (Trainee), initially for a period of one year on a consolidated salary of Rs.21,700/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the Essential Skill sets as requisite for the post. Such candidate(s) after successful completion of training period, will become eligible for being taken as Administrative Assistant Gr. III on probation initially for a period of two years, in a regular scale with applicable allowances.</p>

Advt. No. CIPET/HO-AI/02/2023

Date: 12.04.2023

**Essential Qualification & Experience: Accounts Assistant Gr.III**

S. No.	Details	Requirement
1.	<b>Name of the Post</b>	<b>Accounts Assistant Gr.III</b>
2.	Pay and Allowances	<ul style="list-style-type: none"><li>Pay Matrix Level 3 Basic: Rs.21700/- p.m.</li><li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations</li></ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"><li>Upto 32 years. Relaxable in the case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law/ Central Govt. guidelines upto a maximum of 05 Years</li></ul>
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none"><li>Full time first class Graduation in Commerce with working knowledge in Tally Software with 02 years relevant post qualification experience.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Working knowledge of direct &amp; indirect taxation.</li><li>Govt. purchase procedures</li><li>Working knowledge of PFMS software</li></ul>
5.	Remarks	The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Accounts Assistant Gr. III (Trainee), initially for a period of one year on a consolidated salary of Rs.21,700/- per month, where the Selection Committee consider, that the candidate(s) is otherwise "FIT" but lacks the Essential Skill sets as requisite for the post. Such candidate(s) after successful completion of training period, will become eligible for being taken as Accounts Assistant Gr. III on probation initially for a period of two years, in a regular scale with applicable allowances.

**Rules & Regulations w.r.t. Recruitment Notification/Advt No. CIPET/HO-AI/02/2023  
dated 12.04.2023 as per CIPET Recruitment Rules**

**I. GENERAL:**

- 1) For detailed information on Essential Qualifications & Experience, Application Form and Rules & Regulations, please visit our website: [www.cipet.gov.in](http://www.cipet.gov.in). Updates including amendments/corrigendum, if any, and results concerning this recruitment notification shall be posted/uploaded only on CIPET Website.
- 2) No application fee is to be paid by the candidate
- 3) 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 will be sent through email.
- 4) Application should be submitted only in the prescribed format to be downloaded from the Institute's website: [www.cipet.gov.in](http://www.cipet.gov.in)
- 5) The Candidate should clearly mention "**Advt. No. with date**" and "**Name of the post applied for**", on top of the envelope.
- 6) Reservation and relaxation for SC/ST/OBC (NCL)/ EWSs/Ex-Servicemen/ PWD is applicable as per CIPET Rules.
- 7) Candidates called for Written Test with Skill/Practical Test from outstation will be reimbursed To & Fro Rail Sleeper class fare by the shortest direct route from the place of residence/working to the place of Written Test with Skill/Practical Test 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.
- 8) Persons working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. should submit their application through proper channel **or** produce "No Objection Certificate" from their Department / Organization at the time of Written Test and Skill/Practical Test; as applicable for the advertised post.
- 9) The crucial date for determining the age limit, experience and all related matters shall be the closing date for receipt of applications from candidates.
- 10) Incomplete applications or applications not in the prescribed format or application without requisite enclosures shall not be entertained. Unsigned applications, applications which are ineligible for certain posts, applications that are not properly superscribed on top of envelopes as instructed in the advertisement etc, are prima-facie liable to be rejected by the Institute.
- 11) 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. CIPET reserves the right to reject any application/ to cancel the advertisement and/or the selection process there under without assigning any reason.
- 12) Candidates with higher qualification are also eligible to apply.
- 13) 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 and approval thereof by the Competent Appointing Authority.
- 14) Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
- 15) The Institute reserves the right to screen and call only such candidates who are found suitable for being considered 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. The Institute / Screening Committee at its own discretion may also fix new criteria / bench marks in respect of qualification, experience etc., for screening candidates to be called for Written Test with Skill/Practical Test. 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.
- 16) Candidates, who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale; provided advertisement for such lower posts have been published/notified. Accordingly, the Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written Test with Skill/Practical Test, from amongst those who have applied, for the post or lower post without the formation of a separate screening committee with an intention to provide ample opportunity and to ensure more number of candidates appear for the Written Test with Skill/Practical Test; provided advertisement for such higher or lower posts have also been published/notified.
- 17) The Institute reserves the right to increase / decrease the number of vacant posts and/or not to fill up the vacancies at its discretion.
- 18) The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.



- 19) No correspondence will be entertained from candidates regarding postal delays, conduct and result of Written Test with Skill/Practical Test; and reasons for not being called for Written Test with Skill/Practical Test; and reasons for not being selected in the Written Test with Skill/Practical Test. 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.**
- 20) Proficiency in oral and written communications is essential.
- 21) Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 22) 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

[Govt. of India, DoPT., 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

- 23) 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 31<sup>st</sup> 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)

**Recent  
Passport size  
attested  
photograph of  
the applicant**

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.



- 24) The selected candidates shall have to mandatorily appear for Pre-Employment Medical Examination at any one of the CIPET empanelled Hospitals available across India. Appointment of selected candidates is subject to receipt of satisfactory Medical Fitness report from the CIPET empanelled Hospital, Vigilance Report, Police Report and verification of case, character and antecedents from the concerned authorities as per the rules of the institute. In case of any discrepancy/dispute regarding the same, the decision of the Institute shall be final and binding on the candidate.
- 25) Those application forms submitted by candidates in respect of advertised post(s) which have not been recommended by the screening committee, 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 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.
- 26) Good working knowledge of computers is desirable for all the posts.
- 27) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 28) Canvassing in any form and / or bringing in any influence, political or otherwise, shall be a disqualification for the post applied for. For this purpose, telephonic enquiry may be treated by the Institute as canvassing.
- 29) LIST OF ENCLOSURES:
  - i. Date of birth / SSLC certificate for age proof.
  - ii. Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) and Income & Assets Certificate for Economically Weaker Sections candidates issued by competent authority.
  - iii. Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities 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/Aadhaar Card etc.).
  - x. Last Salary Certificate from the present Employer.
  - xi. GATE Score Card, applicable only for ATO post.
- 30) The Court of jurisdiction for any related dispute will be at Chennai.

It is mandatory to send 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.

## **II. GROUP - B TECHNICAL POSTS**

- 1) The Departmental candidates/ Candidates working in Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations who apply for suitable positions, should have, as on the cutoff date as determined by the Institute, served for a minimum period of three years in the immediate below level or for 8 years counted cumulatively in next two below levels with respect to the position applied / advertised.
- 2) The selected candidates will be taken as Assistant Technical Officer (Trainee), based on a consolidated salary of Rs.44,900/- p.m., based on merit, initially for a period of one year and after successful completion of the traineeship, the candidates may be taken on probation initially for a period of two years and after successful completion of the probation period, the candidates may be regularized in their respective posts subject to suitability to the post, requirement of the institute etc. During probation, in addition to Basic Pay, the candidate will be eligible for, DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations.
- 3) Candidates with valid GATE score [Graduate Aptitude Test in Engineering] in any of the relevant disciplines (Mechanical / Chemical / Polymer Technology or equivalent) will be exempted from taking Written Test and will appear directly in Skill/Practical Test. However; Candidates without valid GATE Score; as mentioned above; will be required to appear in both Written Test and Skill/Practical Test.

## **III. GROUP- B NON -TECHNICAL POSTS**

- 1) The Departmental candidates/ Candidates working in Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or autonomous bodies or statutory organizations who apply for suitable positions, should have, as on the cutoff date as determined by the Institute, served for a minimum period of three years in the immediate below level or for 8 years counted cumulatively in next two below levels with respect to the position applied / advertised.

- 2) The selected candidates will be taken as Assistant Officer (Finance & Accounts) [Trainee], based on a consolidated salary of Rs.44,900/- p.m., based on merit, initially for a period of one year and after successful completion of the traineeship, the candidates may be taken on probation initially for a period of two years and after successful completion of the probation period, the candidates may be regularized in their respective posts subject to suitability to the post, requirement of the institute etc. During probation, in addition to Basic Pay, the candidate will be eligible for, DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations.

#### **IV. GROUP- C TECHNICAL & NON TECHNICAL POSTS**

- 1) The selected candidates for the post of Non-Supervisory (Technical) i.e Technical Assistant Gr.III will be taken initially as a trainee on a consolidated salary of Rs.21,700/-p.m., based on merit, for a period of one year and after successful completion of the traineeship, the candidates may be taken on probation initially for a period of two years and after successful completion of the probation period, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.
- 2) The selected candidates for the posts of Non-Supervisory (Non-Technical) will be initially, either on probation for a period of two years and after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc. or based on the recommendation of the selection committee, the selected candidates for the posts Non-Supervisory (Non-Technical) may be taken initially as a trainee, on a consolidated salary of Rs.21,700/-p.m., based on merit initially, for a period of one year and after successful completion of the training period, the candidates may be taken on probation for a period of two years and after successful completion of the probation, the candidates may be regularized in their respective posts subject to performance, suitability to the post and requirement of the institute, etc.
- 3) During probation, in addition to Basic Pay, the candidate will be eligible for, DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations.