

Advt. No. CIPET/HO-AI/02/2021

Date: 19.06.2021

RECRUITMENT OF TECHNICAL & NON-TECHNICAL POSITIONS

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 positions (Group-'A') on direct recruitment basis:-

S. No.	Name of the Posts	Vacancies	Pay Matrix Level and Basic Pay
TECHNICAL			VII CPC Pay Matrix Level 13 (Basic Pay: Rs.123100/- p.m.) with applicable allowances.
1	Chief Manager (Technical / Associate Professor)	05 (UR-4, OBC-1)	
NON-TECHNICAL			
2	Chief Manager (Personnel & Administration)	01 (UR)	
3	Chief Manager (Finance & Accounts)	01 (UR)	VII CPC Pay Matrix Level 12 (Basic Pay: Rs.78800/- p.m.) with applicable allowances.
4	Manager (Personnel & Administration)	01 (UR)	

For details on Essential Qualifications & Experience, Rules & Regulations & Application Forms, updates including amendments/ corrigendum, if any, visit CIPET Website: www.cipet.gov.in.

Filled in applications strictly in the prescribed format along with requisite self attested enclosures must reach to "Sr.Officer (Admin./HR), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai - 600 032" latest by 30.07.2021 by Registered / Speed Post.

The Candidate should clearly mention "Advt. No. with date" and Name of the post applied for, on top of the envelope. Candidates who have applied against our earlier Advertisement No. CIPET/HO-AI/01/2021 dtd. 17.02.2021 for Posts under Sl. No.2 & Sl. No.4 above, need not apply again.



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)
(Department of Chemicals & Petrochemicals Ministry of
Chemicals & Fertilizers, Govt. of India)

Advt. No. CIPET/HO-AI/02/2021

Date:19.06.2021

**Essential Qualifications & Experience for the post of
Chief Manager (Technical / Associate Professor)**

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Technical)
2.	Pay and Allowances	<ul style="list-style-type: none">• Pay Matrix Level 13 Basic: Rs.123100/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• Upto 50 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• Full Time 1st Class M.E./M.Tech in Mech/Chem/Polymer Technology with minimum 11 years Post Qualification experience in the relevant field of Polymers/Plastics.Or• Ph.D in Engineering or Science or Technology with minimum 9 years Post-Qualification experience in the relevant field of Polymers/Plastics.• Should have suitable Administrative and Academic /Research / Technology Support Services (TSS) experience in Academic/Research Institutions of repute.• At least 3 years in pay matrix level-12 or 8 years total in pay matrix levels 12 & 11 counted together, 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 OR equivalent scale in private organization.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Candidate should possess demonstrated capability of Administrative skills & industry interface• Capable of planning, coordination and control of Manufacturing/Production process in Processing & Tool Room• Experience in Testing, Quality Control & Calibration services• Should have leadership experience in Customer liaisoning, Business Development and Technology Scouting.• Quality control & follow market and technology trends to assure technical excellence.• Sound team building judgmental and problem solving skills.



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Essential Qualifications & Experience for the post of
Chief Manager (Personnel & Administration)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Personnel & Administration)
2.	Pay and Allowances	<ul style="list-style-type: none">• Pay Matrix Level 13 Basic: Rs.123100/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• Upto 50 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• Graduation in any discipline from recognized University and MBA / Post Graduation in Public Administration / PG diploma in Management from a recognized University / Institute, with minimum 55% marks at Graduation and Post Graduation Level.• Minimum 15 years Post Qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.• At least 3 years in pay matrix level-12 or 8 years total in pay matrix levels 12 & 11 counted together, 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 OR equivalent scale in private organization. <p>Desirable:</p> <ul style="list-style-type: none">• Strong oral & written communication skills• Knowledge of modern management practices and use of computers• Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Identifying appropriate work areas for outsourcing & management of Contract Labour.• Employee Disciplinary matters /Legal matters, drafting Legal matters, RTI replies & Vigilance Administration.• Departmental Disciplinary Proceedings• Performance Management & Motivation of work force.• Management of Statutory welfare measures such as PF, Civil pension, Gratuity etc.• Expertise in Govt. of India CCS(CCA) Rules, GFR, Supplementary rules etc.• Experience in purchase of Capital items, e-tender, two-bid system & Financial terms & conditions in purchase contract etc.



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Essential Qualifications & Experience for the post of
Chief Manager (Finance & Accounts)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Finance & Accounts)
2.	Pay	<ul style="list-style-type: none">• Pay Matrix Level 13 Basic: Rs.123100/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• Upto 50 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• Full time First Class B.Com with Full time First class MBA (Finance) / Full time First class Master of Commerce from a recognized University with minimum 15 years relevant Post Qualification experience OR any degree with Professional Qualification CA/ICWA with minimum 12 years relevant post-qualification experience.• At least 3 years in pay matrix level-12 or 8 years total in pay matrix levels 12 & 11 counted together, 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 OR equivalent scale in private organization.
5.	Essential Skill Sets	<p>The candidate should have sound skills in the following areas:-</p> <ul style="list-style-type: none">• Govt. Financial Rules (GFR), Supplementary Rules and other Rules.• Accounting knowledge as per commercial accounting principles/practices including Finalization of Accounts.• Financial Planning & Budgeting.• Tax laws – Income Tax, GST and other employee related Laws viz., PF, NPS, Gratuity rules & Insurance.• Costing Methods & Techniques for Products /Services.• Investment, Maintenance of Funds & Portfolio Management.• Analysis of Income & Expenditure statement, Sundry Debtors.• Purchase of Capital items, e-tender, two-bid system & Financial terms & conditions in purchase contract etc.• MIS through ERP & other systems.• Conducting Internal Audit, Statutory audit, Tax audit, etc and analysis of Audit report.



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Essential Qualifications & Experience for the post of
Manager (Personnel & Administration)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Personnel & Administration)
2.	Pay and Allowances	<ul style="list-style-type: none">• Pay Matrix Level 12 Basic: Rs.78800/- per month• DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulations
3.	Age limit for direct recruits	<ul style="list-style-type: none">• Upto 45 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.• 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.
4.	Educational & other qualification required for direct recruits	<ul style="list-style-type: none">• Graduation in any discipline from recognized University and MBA / Post Graduation in Public Administration/ PG diploma in Management from a recognized University / Institute, with minimum 55% marks at Graduation and Post Graduation Level.• Minimum 10 years Post Qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.• At least 3 years experience in pay matrix level-11 or 8 years total experience in pay matrix levels 11 & 10 counted together, 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 OR equivalent scale in private organization. <p>Desirable:</p> <ul style="list-style-type: none">• Strong oral & written communication skills• Knowledge of modern management practices and use of computers• Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.
5.	Essential Skill Sets	<ul style="list-style-type: none">• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.• Wage & Salary administration, Maintenance of service records and Employee welfare schemes.• Contract Labour management, execution of contract agreements & estate management.• Employee Disciplinary matters / legal matters, Performance Management, MIS etc.• GFR/Purchase of capital items for Central & Govt. organization.• Maintenance of Service records, leave records and personal file.

RULES & REGULATIONS

(Advt No. CIPET/HO-AI/02/2021 dated: 19.06.2021)

- 1) For any updates including amendments/corrigendum, if any, results concerning this recruitment advertisement, kindly visit 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 format so that intimation regarding call letters for Written Test with Skill/Practical Test and/or Interview as applicable will be sent through email.
- 4) Application should be submitted only in the prescribed format which can be downloaded from the Institute's website www.cipet.gov.in
- 5) The Candidates should clearly mention "**Advertisement 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 Govt of India Rules.
- 7) Candidates called for Written Test with Skill/Practical Test and/or Interview as applicable, from outstation will be reimbursed: For posts in the Pay Matrix Level- 10 and above- Rail AC III Tier by the shortest direct route from the place of residence/working to the place of Written Test with Skill/Practical Test and/or Interview as applicable, and back. If the candidate travels by Air / higher class of train, her/his fare reimbursement will be restricted to eligible class as defined above.
- 8) Candidates working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. must forward their application through proper channel along with attested copies of their APAR/ACR for last 5 years along with Vigilance Clearance Certificate.
- 9) Candidates working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. should also submit "No Objection Certificate" from their Department/ Organization at the time of 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 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.
- 12) 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/ to cancel the advertisement and/or the selection process there under without assigning any reason.
- 13) Candidates with higher qualification are also eligible to apply.
- 14) 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.
- 15) Depending upon the qualification and experience, higher/lower salary may be offered in deserving cases.
- 16) The Departmental candidates/ Candidates working in Govt. Departments/Quasi-govt. 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.
- 17) 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 marks 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.
- 18) Candidates, who do not measure up to the requirements of the position applied for, may be considered for suitable lower scale; provided the candidate also fulfills all the eligibility criteria for such lower posts. Accordingly, the Screening Committee constituted for a specific post may shortlist and call suitable candidates for Written Test with Skill/Practical Test and/or Interview as applicable, 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 and/or Interview as applicable.

- 19) The Institute reserves the right to increase / decrease the number of vacant posts and or not to fill up the vacancies at its discretion.
- 20) The Institute may consider candidates whose area of specialization lie outside those stated herein, provided persons have an outstanding record.
- 21) 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. 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.
- 22) Sound knowledge of oral and written communications is essential.
- 23) Persons recruited are liable to be posted and transferred to any CIPET Centres located across the country.
- 24) 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 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 theState. 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

- 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.

1. 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.

- 26) Appointment of selected candidates is subject to receipt of satisfactory Fitness Medical report from one of the CIPET empanelled Hospital available across the country, 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.
- 27) The selected candidates other than the internal departmental candidates on joining will be taken initially on probation for a period of two years. During probation, in addition to Pay, the candidate will be eligible for DA, HRA, Transport Allowance, Washing Allowance, PF, Gratuity as per CIPET Rules. 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.
- 28) 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 and/or Interview as applicable 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.
- 29) Good working knowledge of computers is desirable for all the posts.
- 30) Capability to maintain effective working relationship in a multi-cultural, multi-ethnic environment is a must.
- 31) Canvassing in any form and or bringing in any influence, political or otherwise, will be treated as a disqualification for the post applied for. For this purpose, telephonic enquiry may be treated by the Institute as canvassing.
- 32) Checklist of documents to be attached with the application:
- SSLC (High School - 10th) Certificate for proof of age/date of birth.
 - Caste certificate for SC/ST/OBC (recent non-creamy layer certificate) and Income & Assets Certificate for Economically Weaker Sections candidates issued by competent authority.
 - Certificate of disability in the relevant format from the Competent Authority in respect of Persons with disabilities as per Govt. of India Rules.
 - Relevant documents in case of Ex-servicemen,
 - Bond details with the present employer, if any,
 - Vigilance Clearance Certificate (if serving with Central / State Govt. / PSU / Autonomous etc.).
 - Copies of Educational certificates.
 - Post qualification experience certificates.
 - Any one Identity Card with photograph (E.g. Voter ID/Driving Licence / PAN Card/Aadhaar Card etc.).
 - Salary Certificate from the present Employer.
 - Proof for Indian Nationality.
 - No Objection Certificate from the present employer (if serving with Central / State Govt. / PSU / Autonomous etc.) at the time of Interview.
- 33) Candidates who have applied against our earlier Advertisement No. CIPET / HO-AI / 01 / 2021 dtd.17.02.2021 for Posts under Sl. No.2 & Sl. No.4 above, have already been considered and need not apply again.
- 34) The Court of jurisdiction for any related dispute will be at Chennai.