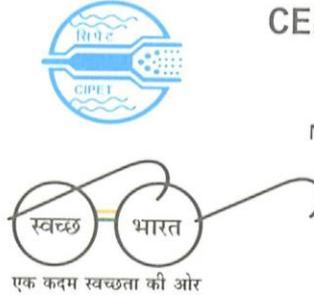


सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स
इंजीनियरिंग एण्ड टेक्नॉलाजी

रसायन एवं पेट्रोसायन विभाग
रसायन एवं उर्वरक मंत्रालय, भारत सरकार
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ई-मेल : cipethq@vsnl.com
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CENTRAL INSTITUTE OF PLASTICS
ENGINEERING & TECHNOLOGY

Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India
Head Office : Guindy, Chennai - 600 032.
Phone : +91-44-2225 4780
Fax : +91-44-2225 4787
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Website : www.cipet.gov.in

CIPET/HO/ADMN./ Admn.Asst./2017-18

May 1, 2017

Dear Mr. D. Jeevanath,

Sub: Appointment to the post of Admn. Asst. Gr. III under Special Recruitment Drive for PWD

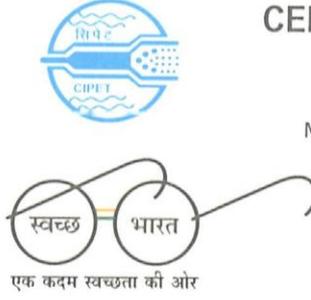
With reference to the interview attended by you at CIPET Head Office, Chennai on 27.04.2017, we are pleased to appoint you as "**Admn. Asst. Gr. III**" (on Probation), as per CIPET rules, subject to the following terms & conditions:

1. Your Basic Pay is fixed at Rs.6460 in the Pay Band PB-1 with Grade Pay of Rs.2000 as per pay scale implemented under sixth pay commission's report. Subsequent to the implementation of seventh pay commission's report by CIPET, now your basic pay stands fixed at Rs.21,700/- in the Pay Matrix Level 3.
2. In addition to your pay, you will be entitled to draw DA, HRA and other allowances, as per CIPET rules.
3. Your place of posting is at **CIPET ATPDC, Madurai** and your services are liable to be transferred to any existing CIPET Centres or new Centres to be established in future, based on need.
4. You should execute a bond to serve the institute for a minimum period of 03 years in Rs.50/- non-judicial stamp paper at the time of joining.
5. You will be on probation for a period of two years, in the first instance. During the period of probation, your performance will be assessed on a periodical basis (Half-yearly basis) and in case, if your performance is found to be not satisfactory or you are found unsuitable / unfit for employment, your services will be terminated at any point of time, after giving one month notice or one month salary in lieu of such notice. Similarly, if you choose to leave the services of the institute, you will have to give one month's notice or salary in addition to the bond amount, as applicable. On successful completion of probation, your services will be confirmed in writing. Unless confirmed in writing, you will be deemed as probationer even after the expiry of the probationary period.
6. After confirmation also, the Institute reserves the right to terminate the employment at its absolute discretion after giving three months notice or three months salary in lieu of notice. Similarly if you wish to leave the services, you will have to give three months notice or salary plus the bond amount (if applicable).
7. Your appointment to the post is subject to the submission of 'Disability Certificate' as per the Format specified in the Office Memorandum No: 336035/3/2004-Estt (Res.), dated 29.12.2005 of Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India. If you fail to submit the disability certificate at the time of joining in CIPET, your appointment order shall stand withdrawn / cancelled forthwith.
8. Your appointment to the post is subject to the continuance of the post in the institute and the orders that may be issued from time to time.
9. During your employment you are liable to be transferred to any Section or Department or to any other assignment or any CIPET Centre due to exigencies of service and you will be required to work under the supervision of such officers as you may be directed from time to time.
10. No carry forward of service and leave, etc., from previous employment shall be entertained. This will be treated as fresh appointment for all purposes.
11. You will carry out the instructions diligently and faithfully given to you by your superiors in connection with your work to the best of your ability.
12. You will at all times abide by the service rules, conduct and discipline rules of CIPET.

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सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स इंजीनियरिंग एण्ड टेक्नॉलाजी

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Website : www.cipet.gov.in

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13. You should ensure all possible / timely steps for prevention of ragging in the premises of the institute and should report promptly any case of ragging which comes to your notice in order to ensure safety of students. You will be liable for action, in case of non-compliance / negligence.
14. You may be required to work beyond the normal working hours, depending upon the exigencies of services.
15. The appointment to the said post is subject to your fulfilling the specified eligibility criteria in respect of age, experience, qualification, etc. In case, any mis-representation or concealment is found at any later stage, in respect of the details stated in your application form, the employment so gained, is liable for immediate termination without any notice or pay in lieu of notice.
16. Your appointment is subject to submission of Medical Fitness Certificate [except your nature of disability] after comprehensive medical checkup from the Hospital empanelled by CIPET (list attached). In case if you are found medically unfit due to any ailment and not fit to perform the job on account of any defective health, you will be declared unfit and your appointment order shall stand withdrawn / cancelled forthwith.
17. Your appointment is subject to submission of Police Verification Certificate from the local police station in the area where you reside and additionally a Vigilance Clearance certificate in case your preceding employment was in a Government/PSU/Autonomous Body.
18. You are hereby requested to convey your acceptance of this appointment within 7 days from the date of receipt of this letter and report for duty on or before **01.06.2017**. Further you are requested to produce the following original documents at the time of joining your duty.
 - i. Letter from the present employer relieving you from your duties, if employed in Public Sector undertaking / State and Central Government Departments / Private Companies, Institutions.
 - ii. Certificate of Good Conduct from two Gazetted Officers
 - iii. A current certificate issued by the concerned authorities, if the candidate belongs to SC/ST, OBC community and a discharge certificate in case of Ex-Servicemen.
 - iv. Original certificate in proof of age, Educational qualification and experience.
 - v. The recent passport size photographs three Nos.
 - vi. Medical Fitness Certificate from the Hospital empanelled by CIPET.
 - vii. Disability Certificate as per the format mentioned under Clause 7.
 - viii. Police Verification Certificate and Vigilance Clearance Certificate (Ref.: Clause 17).

The full address of CIPET ATPDC, Madurai: Near Samathuvapuram, Thiruvathavur, Madurai – 625 110. Email: atpdc.cipetmdu@gmail.com. Please sign and return the duplicate copy for having accepted the above terms & conditions.

Director (PAF)

To

Shri D. Jeevanath
S/o Shri S. Dhavamani
10-352/1, T.V.K.Nagar
Harur (TK) (PO)
Dharmapuri District
Pin: 636 903
Email: jeevavision09@gmail.com