



**CIPET/HO-AI-03/CORRI/2020**

**Date:15.05.2020**

**CORRIGENDUM**

**Recruitment of Technical & Non-Technical Positions**

**[Ref: Advt. No. CIPET/HO-AI-03/2020 dated 01.05.2020]**

Following corrigenda is issued with reference to the CIPET Advertisement No: CIPET/HO-AI-03/2020 dated 01.05.2020.

(1) **"ESSENTIAL QUALIFICATION AND EXPERIENCE"** with respect to the following posts (I) Sr. Officer (Personnel & Administration), (II) Officer (Personnel & Administration), (III) Assistant Officer (Personnel & Administration) and (IV) Assistant Officer (Finance & Accounts) shall be as attached with this corrigendum.

(2) **Applications strictly in the prescribed format along with necessary enclosures should be sent by Registered / Speed Post to "The Director (Administration), CIPET Head Office, T.V.K. Industrial Estate, Guindy, Chennai – 600 032" latest by 15.06.2020** instead of *"latest by 29<sup>th</sup> May, 2020 or thirty days from the date of publication in the Employment News, whichever is earlier"*, as published in above referred advertisement.

Remaining contents of the above referred Advertisement shall remain unchanged.

**Director (Administration)**

**Recruitment of Technical and Non Technical Positions**

**ESSENTIAL QUALIFICATION AND EXPERIENCE**

**Senior Officer (Personnel & Administration)**

CIPET / HO-AI-03/CORRI/ 2020

Date: 15.05.2020

S. No.	Details	Requirement
1.	<b>Name of the Post</b>	<b>Senior Officer (Personnel &amp; Administration)</b>
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>• Pay Matrix Level 11 Basic: Rs.67700/-</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 40 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>• 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.</li> <li>• Minimum 08 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.</li> <li>• At least 3 years experience in pay matrix level-10 or 8 years total experience in pay matrix levels 10 &amp; 09 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 <b>OR</b> equivalent scale in private organization.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Strong oral &amp; written communication skills</li> <li>• Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field</li> <li>• Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.</li> <li>• Wage &amp; Salary administration, Maintenance of service records and Employee welfare schemes.</li> <li>• Contract Labour management, execution of contract agreements &amp; estate management.</li> <li>• Employee Disciplinary matters/ legal matters, Performance Management, MIS etc.</li> <li>• GFR/Purchase of capital items for Central &amp; Govt. organization.</li> <li>• Maintenance of Service records, leave records and personal file.</li> </ul>

**Recruitment of Technical and Non Technical Positions**

**ESSENTIAL QUALIFICATION AND EXPERIENCE**

**Officer (Personnel & Administration)**

**CIPET / HO-AI-03/CORRI/ 2020**

**Date: 15.05.2020**

S. No.	Details	Requirement
1.	Name of the Post	<b>Officer (Personnel &amp; Administration)</b>
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>Pay Matrix Level 10 Basic: Rs.56100/-</li> <li>DA, HRA, Transport Allowance, Washing Allowance etc. as per CIPET Rules and Regulation</li> </ul>
3.	Age limit for direct recruits	<ul style="list-style-type: none"> <li>Upto 35 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>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.</li> <li>Minimum 05 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.</li> <li>At least 3 years in pay matrix level-9, or 13 years total in pay matrix levels 9 to 7 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.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Strong oral &amp; written communication skills</li> <li>Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field</li> <li>Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.</li> <li>Wage &amp; Salary administration, Maintenance of service records and Employee welfare schemes.</li> <li>Contract Labour management, execution of contract agreements &amp; estate management.</li> <li>Employee Disciplinary matters/ legal matters, Performance Management, MIS etc.</li> <li>GFR/Purchase of capital items for Central &amp; Govt. organization.</li> <li>Maintenance of Service records, leave records and personal file.</li> </ul>
6.	Remarks	The Selection Committee shall be the Competent Authority to recommend selection of candidate(s) as Officer (Personnel & Administration) (Trainee), initially for a period of one year on a consolidated salary of Rs.56,100/- 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 Officer (Personnel & Administration) on probation initially for a period of two years, in a regular scale with applicable allowances.

**Recruitment of Technical and Non Technical Positions**

**ESSENTIAL QUALIFICATION AND EXPERIENCE**  
**Assistant Officer (Personnel & Administration)**

**CIPET / HO-AI-03/CORRI/ 2020**

**Date: 15.05.2020**

S. No.	Details	Requirement
1.	Name of the Post	<b>Assistant Officer (Personnel &amp; Administration)</b>
2.	Pay and Allowances	<ul style="list-style-type: none"> <li>• Pay Matrix Level 7 Basic:Rs.44900/-</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>• 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.</li> <li>• Minimum 03 years post qualification experience in HR, administration, personnel, purchase functions etc. in a reputed organization.</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> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Strong oral &amp; written communication skills</li> <li>• Knowledge of modern management practices and use of computers along with ability to handle online classes with requisite experience in the field</li> <li>• Knowledge of govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>• Manpower Planning, recruitment, fulfilling Govt. of India norms on reservations / rosters.</li> <li>• Wage &amp; Salary administration, Maintenance of service records and Employee welfare schemes.</li> <li>• Contract Labour management, execution of contract agreements &amp; estate management.</li> <li>• Employee Disciplinary matters/ legal matters, Performance Management, MIS etc.</li> <li>• GFR/Purchase of capital items for Central &amp; Govt. organization.</li> <li>• Maintenance of Service records, leave records and personal file.</li> </ul>
6.	Remarks	The selected candidates will be appointed as Assistant Officer (Personnel & Administration) (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- and after successful completion of training period, they will be taken as Assistant Officer (Personnel & Administration) on probation initially for a period of 02 years.

**Recruitment of Technical and Non Technical Positions**

**ESSENTIAL QUALIFICATION AND EXPERIENCE**

**Assistant Officer (Finance & Accounts)**

**CIPET / HO-AI-03/CORRI/ 2020**

**Date: 15.05.2020**

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/-</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>• Govt. Financial Rules, Budgeting &amp; Cost Accounting Practices, implementing electronic and modern methods of book keeping.</li> <li>• Finalization of financial budgets &amp; Accounts including internal/Statutory audit.</li> <li>• Funds Management and arranging Finance for purchases.</li> <li>• FERA guidelines and Computerized Accounting including Tally / MIS / ERP.</li> </ul>
6.	Remarks	The selected candidates will be appointed as Assistant Officer (Finance & Accounts) (Trainee), initially for a period of one year with a consolidated salary of Rs.44,900/- 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.