

## **GENERAL TERMS & CONDITIONS:**

- 1) The applicant must be a citizen of India.
- 2) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data and hard copy of application forms for non-shortlisted candidates only for three months after completion of recruitment process.
- 3) SC, ST, OBC, Ex-Serviceman & EWS applicants are required to attach the valid Caste/required Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
- 4) The experience required in a certain Grade Pay /Pay Level refers only to that in Central Government, State Government, Semi – Government, PSEs, or Statutory or Autonomous organizations, Universities and reputed Institute or organizations under Central or State Government.
- 5) The persons applying for more than one post must apply separately for each post.
- 6) TA/DA is not admissible for appearing in the written/skill test.
- 7) Incomplete application form, without the attachment of self-attested copies of all relevant Certificates (both experience and professional) will be summarily rejected. The responsibility of entries in the application form lies with the Applicant.
- 8) Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
- 9) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicants.
- 10) After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
- 11) The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
- 12) The applicants are required to apply only through ONLINE process up to 8<sup>th</sup> October, 2021 till 23:59 Hrs with attachment of all required documents, failing which candidature will not be considered.
- 13) The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.
- 14) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must submit No Objection Certificate or they may submit online application and bring No Objection Certificate at the time of appearing in the interview/test.
- 15) The last date of submission of duly filled online application is 8<sup>th</sup> October, 2021. In the absence of documents supporting educational qualifications, experience, caste, disability etc., the application shall be summarily rejected.

- 16) Late application and incomplete applications will be summarily rejected. **In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended.** Therefore, candidates are advised to submit their online application well in advance before the last date of submission of applications. Institute's decision shall be final and no enquiry will be entertained in this regard.
- 17) If any document/certificate furnished is in a language other than Hindi or English, a transcribed copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted alongwith it.
- 18) All further amendments/corrigendum, clarifications, communication, etc. if any, related to this Advt. shall be published only at ARIES website. Candidates should regularly check at ARIES website for latest updates on this Advt.
- 19) Mere possessing the essential qualification will not entitled any candidate a right to be considered eligible for the post. The final list of candidates called for written test/Trade Test will be based on the short listing of candidates by a duly constituted Screening Committee. Only short listed candidates will be communicated and no interim correspondence will be entertained.
- 20) Relaxation in upper age limit is applicable as per the norms of Govt. of India. The cutoff date for determining eligibility of age will be as on the last date of receiving of applications.
- 21) The candidates working in this Institute on contract basis will be considered for relaxation in age criteria. The upper age limit will be relaxable upto the age of 35 years in respect of persons working in posts which are in the same line or allied cadres and where a relationship could be established that service rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession will be admissible only where an employee has rendered not less than three years continuous service.
- 22) All the posts to be filled on direct recruitment basis.
- 23) Criteria for selection:-
  - I. For the posts at Sl. No. 1 and 5 in the advertisement will be based on written test and skill test.
  - II. For the posts at Sl. No. 2, 3 and 4 in the advertisement will be based on written test and trade test.
- 24) The Institute reserves right to accept or reject the application without assigning any reason. Canvassing in any manner will disqualify the candidate from the selection process.
- 25) The current pay and allowances etc. are admissible as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc., as per rules of the Institute.
- 26) All educational/professional/technical qualifications should be from a recognized Board/University.
- 27) The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- 28) The selected candidates will be governed by the rules of this Institute.
- 29) The reservation policy will be followed as per Govt. of India rules.

- 30) The Candidates seeking reservation under OBC and EWS shall be required to give a declaration/undertaking duly signed by the candidate in the prescribed format stating that “I belong to non-creamy layer/economically weaker section” as per the norms prescribed by the Govt. of India. A certificate of OBC/EWS for claiming under category “non-creamy layer/economically weaker section” issued by the competent authority is mandatorily required to be produced at the time of verification of documents. In the absence of said document, the candidature of the candidate shall be subject to termination.

REGISTRAR