



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान  
Central Pulp & Paper Research Institute  
(An autonomous organization under Ministry of commerce & Industry)  
Paper Mill Road, Himmat Nagar, Saharanpur-247001 (U.P.)  
Tel. No. (0132) 2714059, 2714060, 2714061, 2714062

REQUIRE

1.	Name of Post	STENOGRAPHER
	No. of Post	01 (One) (UNRESERVED)
	Pay-Scale	PML-4, Rs. 25,500-81,100/-
	Essential Qualification	i) Educational Qualification i) Second Class Bachelor Degree from a recognized university, and stenographic speed of 80 w.p.m. in English/Hindi shorthand and 40 w.p.m./30 w.p.m. in typing in English/Hindi respectively on the basis of competitive proficiency test. ii) Certificate/Diploma in Computer application of minimum one year duration.
	Experience	3 years experience as Stenographer in Central/State Government/Autonomous body/Public sector Undertaking/University/recognized scientific institution/Private sector.
	Age	Not more 30 years
2.	Name of Post	DRIVER
	No. of Post	01 (One) (UNRESERVED)
	Pay-Scale	PML-2, Rs. 19,900-63,200/-
	Essential Qualification	i) Educational qualifications: 8 <sup>th</sup> standard passed. <b>Other Requirements:-</b> <ul style="list-style-type: none"><li>• Possession of a valid driving license of motor cars.</li><li>• Knowledge of motor mechanism (the candidate should be able to rectify minor defects in vehicles.</li><li>• Good health and physically fit as per the Govt. Rules</li></ul>
	Experience	3 years experience in Driving a motor car.
	Age Limit	Not more than 30 years (Preference will be given to Ex-Serviceman).

Q. + f

## GENERAL CONDITION

1. The applicant must be a citizen of India.
2. The post carry usual allowances i.e. Dearness Allowance (D.A.), House Rent Allowance (H.R.A.), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to the Institute (CPPRI)
3. The crucial date for determining the upper age limits, qualifications, and/or experience shall be the closing date of receipt of applications.
4. Application duly completed in all respect as per attached proforma alongwith **self attested copies of the certificates, Mark sheet, testimonials etc.** in support of age, Educational qualification, Experience, Caste Certificate( if applicable) along with one recent passport size self signed Photograph affixed together with Demand Draft of Rs. 500/- non-refundable with the validity of three months drawn in favour of Central Pulp & Paper Research Institute, payable at Saharanpur (if applicable) should be sent in Envelope superscribed Application for the Post of .....by Registered/Speed post to the **Director, Central Pulp & Paper Research Institute, Post Box No. 174, Saharanpur-247001 (U.P.)** within 30 days of publication of the advertisement.
5. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
6. Application fee is exempted for SC/ST/PH/Women candidates.
7. Mere fulfilling the criteria of qualification & experience does not confer any right of call for written & typing/skill test for appointment to the candidate. Institute may fix-up any bar for short listing the candidates depending upon the number of application received. The short listed candidates will be called for written Test/Skill Test/Typing test etc.
8. All/any corrigendum/addendum/details/communication with regards to this advertisement, if any will be published only on the Institute's **website** ([www.cppri.org.in](http://www.cppri.org.in)). Therefore the aspiring incumbents are advised to be in touch with the Institute website.
9. Degrees/Diploma/Certificate in support of educational and professional qualification conferred/awarded by the University/Boards/Institutions constituted through an Act of Central or State Govt. or recognized by the Central or State Govt./UGC for this purpose will only be considered. In case a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to furnish order/letter in this regard, indicating the Authority under which it has been so treated.
10. In case of Universities/Institute awarding CGPA/SGPA/OGPA Grade etc, candidates are requested to convert the same into percentage based on the formula as per their University/Institute and also attach with the application.
11. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
12. Candidates must indicate as to whether any of their blood/ close relative is working in CPPRI.
13. Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Saharanpur on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
14. No Interim enquiry or correspondence will be entertained.
15. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by the Institute.
16. Incomplete applications (i.e. without photograph, unsigned and application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.
17. Canvassing if any form and or/ bringing any influence political or otherwise will be treated as a disqualification for the post.



## BIO-DATA OF THE APPLICANT

POST APPLIED FOR \_\_\_\_\_

1. Name of the candidate (in block letter) \_\_\_\_\_
2. Father's /Husband Name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Correspondence Address (in block letters)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a recent passport size Photograph duly signed

5. Category Gen/SC/ST/OBC/PH/Woman/Any other

## 6. Academic qualification:

Educational/ Technical/Professional Exam Passed	Name of the University Board	Discipline	% of marks obtained	Year of passing	Grades/ Div.

## 7. Professional qualification:

Professional qualification	Board/University/ Institution	Name of course	Duration of course	Division/Grade

## 8. Experience:

Name of Employer	Post held	Scale of Pay (Rs.)	Period		Assigned job
			From	To	

9. Fee details
10. Any other relevant information

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT