



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

**Vacancy Notice**  
**Advt.No.2/2020**

Applications are invited from eligible & interested candidates to fill up the following posts.

1	<b>Name Post</b>	<b>Group II , BOILER ATTANDANT</b>
	<b>No. of post</b>	1 (One)
	<b>Scale of Pay</b>	PML-2, 19900-63200
	<b>Essential Qualification</b>	SSC/10 <sup>th</sup> Standard with 50% marks in the aggregate and having 2 <sup>nd</sup> Class Boiler Attendant Certificate from the recognized Govt. Institution.
	<b>Age limit</b>	Not more than 23 years

CPPRI also invites applications for filling up of the following posts on deputation on foreign services basis. The details of posts along with eligibility criteria, educational qualification/experience etc. required for each category of posts, together with the period of initial deputation are given below:-

2.	<b>Name of Post</b>	<b>ADMINISTRATIVE OFFICER</b>
	<b>No. of post</b>	1 (one)
	<b>Scale of pay</b>	PML-11Rs. 67,700-2,08,700
	<b>Essential qualification</b>	i) <b>Educational qualifications:-</b> Second class Bachelor degree from recognized university.
	<b>Desirable Qualification</b>	MBA or equivalent from recognized university/CS
	<b>Eligibility for Deputation</b>	
	<b>Experience</b>	5 years service in the pay scale of (Pre-revised 15,600-39,100 + 5400 GP) revised PML-10, Rs. 56100-177500 or 8 years service in the scale of (Pre-revised 9,300-34,800 + 4,800 GP) revised PML-8, Rs. 47600-15100 in a Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/ University/recognized scientific institution in administration such as recruitments, promotion/assessment policy of Scientific/Technical & Administrative staff, Administrative Vigilance, Legal, Personnel, Security & Estate matters, Store & Purchase and well conversant with Central Government Rules & Regulations with working knowledge of Computer.
	<b>Age limit</b>	Not more than 56 years as on date of closing of application for Deputation.
	<b>Period of deputation</b>	initially 3 years which may be extended upto 5 years on the basis of performance.

3	<b>Name of Post</b>	<b>SECTION OFFICER</b>
	<b>No. of post</b>	2 (Two)
	<b>Scale of pay</b>	PML-8 Rs. 47600-151100
	<b>Essential qualification</b>	<b>i) Educational qualifications:-</b> Second class Bachelor degree from recognized university with 6 months certificate course in Computer Application
	<b>Eligibility for Deputation</b>	
	<b>Experience</b>	5 years service in the Central/State Government in the pay scale of (Pre-revised 9,300-34,800+ 4,200 GP) revised PML-6, Rs. 35400-112400 or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution in Administration/Finance & Accounts/Store and Purchase department.
	<b>Period of deputation</b>	Initially 3 years which may be extended upto 5 years on the basis of performance
	<b>Age limit</b>	Not more than 56 years as on date of closing of application for deputation

### GENERAL CONDITION

- i) The post carries usual allowances i.e. D.A., H.R.A., Transport allowance as per Central Government rules and benefits like Contributory Provident Fund, Group Saving Linked Insurance, Medical as per Institute rules.
- ii) The crucial date for determining the upper age limits, qualifications, and/or experience shall be the closing date of receipt of applications.
- iii) In case of Departmental candidates otherwise qualified, age may be relaxed as per Govt. rules. i.e. number of years of service the individual has put in lower grade will be reduced from the age of departmental candidates. The date for determining the age limit shall be the closing date prescribed for receipt of the application.
- iv) Age limit is relaxable as per Govt. rules issued from time to time for SC/ST/OBC/PH/Ex. Service Man and other categories.
- v) Photocopy of the Caste/Tribe etc. issued by competent authority is required to be attached.
- vi) Interested candidates may submit their complete duly signed BIO DATA **in the required Format (provided in the notice in the institute website** with a passport photograph affixed on it along with i.e fee, self-attested testimonials etc and send by Registered/Speed post to **Director, Central pulp and paper Research Institute, post Box No. 174, Saharanpur-247001 (U.P)** within 30 days of the publication of this advertisement. The application fee in the form of **Demand Draft of Rs. 500/- non-refundable drawn in favour of Central Pulp & Paper Research Institute, Payable at Saharanpur.**
- vii) Application fee is exempted for SC/ST/PH/Women and departmental candidates.
- viii) The candidates who are in employment send their application through proper channel along with the vigilance clearance and attested copies of ACR dossier for last five years along with the application.



- ix) 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 applications received. The short listed candidates will be called for written Test/skill test etc.
- x) All/any corrigendum/addendum/details/communication with regards to this advertisement, if any will be published only on the institute's website. Therefore the aspiring incumbents are advised to be in touch with the Institute website.
- xi) Degrees/Diplomas/Certificates in support of educational and professional qualifications 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.
- xii) The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of skill test will be final and binding of the candidates.
- xiii) All candidates are required mandatorily submit an undertaking (as per attached Performa) indicating as to whether any of their blood/ close relative is working in CPPRI.
- xiv) Application received after the due date or incomplete in any manner shall not be considered.
- xv) Outstation candidates called for interview will be paid to and fro 2<sup>nd</sup> class Rail or bus fare by shortest route.
- xvi) Interim queries will not be entertained.
- xvii) Canvassing in any form and or/ bringing any influence political or otherwise will be treated as a disqualification for the post.

Check list for enclosures to be submitted along with print out of the application filed in NCS Portal.

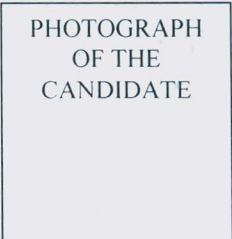
1. Application form on prescribed format
2. Self attested testimonials (Degree/Certificates/Mark sheets etc.
3. Fee (if applicable)
4. Experience Certificate
5. Undertaking for blood relation



**PROFORMA OF APPLICATION FOR BOILER ATTENDENT**

APPLICATION FOR THE POST OF .....

Sl. No. of the post.....



1. Name of the candidate (in Block letters) : .....

2. Father's/ Husband Name : .....

3. Date of Birth : .....

4. Address : .....

.....

.....

5. Category : Gen/SC/ST/OBC/Ph/Any other

6. Academic qualifications:

Board/University	Year of passing	Division	%age of marks

7. Professional qualification, if any

Board/University	Year of passing	Division	%age of marks

8. Experience

Employer Name	Post held	Scale of pay	Period		Jobs assigned
			From	To	

9. Details of Training undergone:-

10. Details of proficiency in Computer:

11. Fee details : .....

12. Any other information : .....

**Signature of the Candidate**

(Annexure-II)

**PROFORMA OF APPLICATION FOR DEPUTATION BASIS**

1. Name (In Block Letters)
2. Address
3. Post applied for:
4. Date of birth:
5. Date of superannuation:
6. Service to which you belong:
7. Educational Qualifications: High School onwards)
  
8. Present post held, along with present Basic pay with pay scale/PML of the post held:
  
9. Details of employment, in chronological order:
  
  
10. Nature of present employment i.e. permanent/temporary/ad hoc:
  
11. In case the present employment is on deputation please state:-
  - a) The date of initial appointment
  - b) Period of appointment on deputation
  - c) Name of the parent office/organization to which you belong:
  
12. Details of Training undergone:-
  
13. Details of proficiency in Computer:
  
14. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):
  - a) Central Government
  - b) State Government
  - c) Autonomous Organization
  - c) Government Undertaking
  - d) Universities
  - d) Others
  
15. Any other information, applicant wants to furnish:



16. Are you in the revised scale of Pay, If yes, give the date from which the revision took place and also indicate the re-revised scale of pay (PML)
17. Total emoluments per month now drawn
18. Additional information, if any, which you would like to mention in support of your suitability for the post.

SIGNATURE OF CANDIDATE

Office Address:

**Countersigned**  
(Employer with seal)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE)

1. Certified that the particulars furnished by Shri/Smt/Km..... have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Km.....
3. No Major/minor penalty was imposed on Shri/Smt/Km..... during the last ten years.

**Signature of Head**

Name and Designation.....

Office Seal

Place;

Date:

List of enclosures:-

- 1.
- 2.
- 3.



**UNDERTAKING**

I,.....hereby undertake and intimate that my blood relative working/not working in the Central Pulp & Paper Research Institute. (Strike out which is not applicable)

If working the name and designation of the blood relative may please be furnished below:-

Name.....	Name.....
Post.....	Post.....
Relation.....	Relation.....

G. L.