

केंद्रीय लुग्दी एवं कागज़ अनुसंधान संस्थान

Central Pulp & Paper Research Institute

(उद्योग संवर्धन और आंतरिक व्यापार विभाग, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An Autonomous Organization under DPIIT, Ministry of Commerce & Industry, Govt. of India)

हिम्मत नगर, स्टार पेपर मिल रोड, सहारनपुर (यू.पी.)-247001
Himmat Nagar, Star Paper Mills Road, Saharanpur (U.P.)-247001

Website: www.cppri.res.in, Phone No. (0132)2714059,2714061,2704062

Date: May 3, 2023

VACANCY NOTICE

Advertisement No. 01 /2023

Central Pulp & Paper Research Institute invites applications for the following posts on regular basis as per the details of eligibility criteria mentioned below:

1	Post	Administrative officer
	No. of post	01 (one) On direct recruitment basis.
	Scale of Pay	PML-11, Rs. 67700 - 208700
	Category	General
	Eligibility Criteria: Qualification Essential Educational:	Second class Bachelor Degree from recognized University.
	Desirable:	MBA or equivalent from recognized university/CS
	Experience:	5 Years service in the Pay scale of 15600-39100 +GP 5400 (Pre-revised) or 8 years experience in the scale of 9300-34800+GP4800 (Pre-revised) in Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/University/recognized Scientific Institution/Private Sector in Administration such as Recruitment, Promotion/Assessment Policy of Scientific/technical and Administrative Staff, Administrative Vigilance, Legal, Personnel, Security and Estate matters and Stores and Purchase and well conversant with Central Government Rules & Regulations with working knowledge of Computer.
	Age Limit	Not more than 45 years as on the closing date prescribed for receipt of applications.

2(i)	Post	Section Officer
	No. of post	Two (2) On direct recruitment basis.
	Scale of Pay	PML-8, Rs. 47600 - 151100
	Category	01-OBC, 01-General.
	<u>Eligibility Criteria:</u> Qualification Essential Educational:	Second class Bachelor Degree from recognized University with 6 months certificate course in Computer Application.
Experience:	Minimum 5 Years experience in Administration/Finance & Accounts/Store and Purchase Section in the PML-6: 35400-112400 (Pre-revised 9300-34800+4200 GP) in Central/State Government or equivalent post in Autonomous body/Public sector undertaking /recognized scientific institution/ University/Private sector.	
Age Limit	Note more than 35 years as on the closing date prescribed for receipt of applications.	
(ii)	Post	Section Officer
	No. of post	One (1) On deputation.
	Scale of Pay	PML-8, Rs. 47600 - 151100
	<u>Eligibility Criteria:</u> Qualification Essential Educational:	Second class Bachelor Degree from recognized University with 6 months certificate course in Computer Application.
	Experience:	5 Years service in Central/State Government in the PML-6: Rs. 35400-112400 (Pre-revised 9300-34800+4200 GP or analogous post in Autonomous body/Public sector undertaking/recognized scientific institution/ University/ in Administration/Finance & Accounts/Stores and Purchase department.
	Period of deputation	Initially 3 years which may be extended upto 5 years on the basis of performance
	Age Limit	Not more than 56 years as on date of closing of application for deputation.

GENERAL CONDITIONS:

- 1) The post carries usual allowance i.e. DA, HRA, Transport allowance as per Central Government Rules and benefits like Contributory Provident Fund, Medical as per Institute rules.
- 2) The crucial date for determining the upper age limit, qualification and experience shall be the prescribed closing date of receipt of applications.
- 3) In case of department candidate 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.
- 4) Age limit is relaxable as per Govt. rules issued from time to time for SC/ST/OBC/PBD/ESM and other applicable categories also.
- 5) Photo copy of valid Caste/Tribe certificate issued by the competent authority is required to be attached.
- 6) Applicants those are in employment in Govt./Autonomous bodies/PSUs etc. must send their application through proper channel with due clearances. However, they may also send an Advance copy of the application directly.
- 7) Mere fulfilling the eligibility criteria does not confer any right of call for written/skill test and/or Interview (as the case may be) for appointment to the candidate. Institute may fix-up any bar for short listing the candidate depending upon the number of applications received.
- 8) All corrigendum/addendum/details/communication with regards to this advertisement, if any, will be published on institute's website. Therefore, the aspiring incumbents are advised to be in touch with the Institute website.
- 9) Degree/Diplomas/Certificates 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 regards., indicating the Authority under which it has been so treated.
- 10) The candidates who are in employment must send their applications through proper channel alongwith the vigilance clearance and attested copies of APAR dossier for the last five years alongwith their applications. However, if desired they may submit advance copy of their applications.
- 11) Outstation candidates called for interview will be paid to and fro 2nd class rail or bus fare by the shortest route.
- 12) Interim queries will not be entertained.
- 13) Canvassing in any form and/or bringing influence political or otherwise will be treated as disqualification for the post.

14) Director, CPPRI reserves the right in all matters relating to eligibility, acceptance or rejection of any applications or to hold/scrap the process of recruitment against this advertisement at any stage if circumstances required to do so, deciding the mode of selection and conduct of skill test(if needed). The decision of Director, CPPRI will be final and binding upon the candidates without any obligation thereof.

15) HOW TO APPLY:

- i) Eligible interested candidates may submit their Applications in the prescribed format (as provided hereinafter) duly affixed with a PP size photograph, together with all relevant self attested testimonials in support of their eligibility and a non-refundable fee of Rs. 500/-(Five hundred only) in the form of Demand Draft in favour of Central Pulp & Paper Research Institute, payable at Saharanpur **within 30 days from the date of publication of this advertisement in the Employment News**. Applicants from North-East/ Andaman Nicobar Islands are given an extra time of ten (10) days from the last date for submission of their applications. Cover of the Application may be superscribed with the post applied for and addressed and sent to the **Director, Central Pulp & Paper Research Institute, Himmat Nagar, Paper Mills Road, Saharanpur-247001** through registered post/speed post.
- ii) Candidates belonging to SC/ST/PH/Women category and departmental candidates are exempted for payment of application fee of Rs. 500/-abovesaid.
- iii) Applications received which are not in accordance with the above manner and/or incomplete by any means as stated above and/or received after the stipulated due date will be summarily rejected and no correspondence will be entertained in this regard.

Photograph

(DULY SIGNED ACROSS)

FORMAT OF APPLICATION

POST APPLIED FOR: _____

1. Name of the Candidate(in Block letters) _____
2. Father's/Husband's Name : _____
3. Date of Birth: _____
4. Address with mail i.d. and contact No.: _____

5. Category: Gen/SC/ST/OBC/PBD/ESM/Any other

6. Academic & Professional qualifications:

Exam Passed	Board/University	Year of passing	% of marks	Division

7. Experience:

Name & Address of Employer	Post held	Scale of pay AND Emoluments drawn	Period		Jobs performed
			From	To	

8. Working Knowledge of Computer: Yes/No
9. Details of Trainings undergone:
10. Details of fee deposited(if applicable):
11. Name, designation of the person and his/her relationship with the applicant of any blood relative, if employed in CPPRI:
12. Vigilance clearance certificate and APAR dossier for the last five years (for the post of Section Officer on deputation) : Attached/Not attached.
13. Any other information:

Contd....on page 2

Contd....from page 1:

UNDERTAKING

I _____ son/daughter/wife of _____ hereby undertake and declare that, the details furnished by me (i.e. Age/Address/Educational & Professional qualifications/Trainings Undergone/experience/Category/any other etc.) on the basis of which I am applying for the posts of _____ in Central Pulp & Paper Research Institute, Saharanpur, are true to the best of my knowledge and belief. I also undertake that, in case, any detail submitted by me is found to be false or any concealment of fact at my end, is found at any stage of recruitment process or after my appointment, my candidature/appointment shall be liable to be rejected and/or cancelled. I also understood that I shall be liable for criminal/legal action for producing any of false details/documents etc.

Date:

Signature of candidate _____

Place:

Name of the Candidate _____

Note:

- 1) Please attach additional paper if the space is found insufficient for mentioning required details with respect to Academic & Professional qualification, experience, trainings undergone etc.
- 2) Please sign all the pages of application.

