



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान

Central Pulp & Paper Research Institute

(उद्योग एवं आंतरिक व्यापार संवर्धन विभाग, वाणिज्य
एवं उद्योग मंत्रालय भारत सरकार के अधीन एक स्वायत्त संस्थान)

(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 (UP)-247001

Website: Cppri.res.in, Phone No. (0132) 27114059, 2714061

Date: 26.05.2025

VACANCY NOTICE

ADVERTISEMENT No.-02/2025

Applications are invited for the following posts to be filled up on deputation basis in Central Pulp and Paper Research Institute, Saharanpur as under:

Sl. No.	Post	Level in the Pay Matrix	No. of Post	Age
1.	Manager (Finance & Administration)	Pay Level – 12 (Rs.78800-209200)	01	Not Exceeding 56 years.
2.	Assistant	Pay Level- 6 (Rs. 35400-112400)	05	Not Exceeding 56 years.
3.	Accountant	Pay Level- 6 (Rs. 35400-112400)	03	Not Exceeding 56 years.
4.	Personal Assistant	Pay Level- 6 (Rs. 35400-112400)	02	Not Exceeding 56 years.

2. For detailed information, please visit the CPPRI website : www.cppri.res.in. Any amendment or any post advertisement information shall be available on CPPRI website only.

3. Last date of receipt of applications for the above posts is 30 days from the date of publication of this advertisement in the Employment news.

BShome
26.05.2025
(Barnali Shome)

Administrative Officer



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान

Central Pulp & Paper Research Institute

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फ़. स. सीपीपीआरआई/एडमिन/ईएसटीटी/2025/02

दिनांक: 26.05.2025

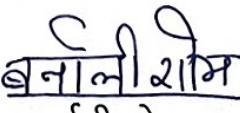
रिक्ति सूचना
विज्ञापन संख्या-02/2025

केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान, सहारनपुर में प्रतिनियुक्ति के आधार पर भरे जाने वाले निम्नलिखित पदों के लिए आवेदन आमंत्रित किए जाते हैं::

क. स.	पद	वेतन मैट्रिक्स में स्तर	पदों की संख्या	आयु
1.	प्रबंधक (वित्त एवं प्रशासन)	वेतन स्तर – 12 (Rs.78800-209200)	01	56 वर्ष से अधिक नहीं
2.	सहायक	वेतन स्तर – 6 (Rs. 35400-112400)	05	56 वर्ष से अधिक नहीं
3.	लेखाकार	वेतन स्तर – 6 (Rs. 35400-112400)	03	56 वर्ष से अधिक नहीं
4.	निजी सहायक	वेतन स्तर – 6 (Rs. 35400-112400)	02	56 वर्ष से अधिक नहीं

2. विस्तृत जानकारी के लिए कृपया CPPRI की वेबसाइट www.cppri.res.in देखें। कोई भी संशोधन या कोई भी विज्ञापन संबंधी जानकारी केवल CPPRI की वेबसाइट पर ही उपलब्ध होगी।

3. उपरोक्त पदों के लिए आवेदन प्राप्त करने की अंतिम तिथि रोजगार समाचार में इस विज्ञापन के प्रकाशित होने की तिथि से 30 दिन है।


(बर्नाली शोम)

प्रशासनिक अधिकारी

CENTRAL PULP & PAPER RESEARCH INSTITUTE
(An Autonomous Organization under the Administrative Control of Ministry of
Commerce & Industry, DPIIT Govt. of India)
Paper Mill Road, Himmat Nagar, Saharanpur- 247 001 (UP), INDIA

ADVT. NO. CPPRI/Admin/ESTT./2025/02

Dated: 26.05.2025

Central Pulp & Paper Research Institute, a National level Institute was established in 1980 as an autonomous body under the administrative control of Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India to promote R&D in the field of pulp & paper.

2. Applications (in enclosed proforma) are invited for the following posts to be filled up on deputation basis in Central Pulp & Paper Research Institute, Saharanpur from Indian Nationals satisfying qualifications and experience as under:

Sl. No.	Post	Level in the Pay Matrix	No. of Post	Age
1.	Manager (Finance & Administration)	Pay Level – 12 (Rs.78800-209200)	01	Not Exceeding 56 years.
2.	Assistant	Pay Level- 6 (Rs. 35400-112400)	05	Not Exceeding 56 years.
3.	Accountant	Pay Level- 6 (Rs. 35400-112400)	03	Not Exceeding 56 years.
4.	Personal Assistant	Pay Level- 6 (Rs. 35400-112400)	02	Not Exceeding 56 years.

NOTE:

1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not exceed 5 years.
2. The post carries the pay and allowances at Central Government rates.
3. The date for determining the age limit shall be the closing date prescribed for receipt of the applications.
4. Last date for receipt of applications is 30 days from the date of publication in the Employment news. Details of vacancy and the eligibility criteria and essential qualifications, experience are annexed.
5. Advance copy of applications may be sent to the Institute by the candidates in the prescribed proforma. However, only those applications will be considered which are complete in all aspects and forwarded through **proper channel**.
6. The Department is required to forward the applications of those candidates who can be relieved immediately.

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QUALIFICATIONS AND EXPERIENCE:

1. Manager (Finance & Administration)- 01 Post

Essential Qualifications:

- (i) Second Class Post Graduate Degree from a recognized University
- (ii) Minimum of 15 years experience, out of which 5 years experience should be in the scale of PML-11 (Rs.67700-208700) in a Central Govt./State Government or equivalent post in Autonomous body/ Public Sector Undertakings/University/ recognized Scientific Institutions.
- (iii) Thorough knowledge of handling of Financial and Budgetary matter, Establishment, Legal, Civil works, Accounts, Purchase, Stores, Security and Vigilance procedure/rules with working knowledge of Computer. Experience in organizing meetings and preparing agenda note and minutes thereof.

2. Assistant : 05 Posts

Essential Qualifications:

- (i) Second Class Bachelor Degree from a recognized university with one year Certificate/ Diploma in Computer Application.
- (ii) 5 Years experience in Central/ State Government in the pay scale of (Pre revised Rs. 5200-20200 plus GP Rs. 2400 or equivalent post in Autonomous body/ Public Sector undertaking/ recognized scientific Institution/ University working in Administration/ Purchase/ Stores/ Accounts section.

3. Accountant : 03 Posts

Essential Qualifications:

- (i) Second Class Bachelor Degree in Commerce from a recognized university and Certificate/ Diploma in Computer Application of minimum one year duration.
- (ii) Experience: 5 years experience in the pay scale of (Pre revised Rs. 5200-20200 plus GP Rs. 2400) or equivalent post in Autonomous body/ Public Sector undertaking/ University/ recognized scientific Institution. Knowledge of finance and Accounts procedure of Government of India.

4. Personal Assistant: 02 Posts

Essential Qualifications:

- (i) (a) Second Class Bachelor degree from recognized university, having stenographic speed of 120 w.p.m. in English/ Hindi shorthand and 40 w.p.m. in typing in English/ Hindi.
(b) One year Certificate/ Diploma in Computer Application.
- (ii) Five years experience as Stenographer in Central/ State Government in the pay scale of (Pre-revised Rs. 5200-20200 plus GP Rs. 2400) or equivalent post in Autonomous body/ Public Sector undertaking/ recognized scientific Institution/ University.

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GENERAL CONDITIONS AND REQUIREMENTS:

1. Appointment on deputation will be on Foreign Service terms for a period of 3 years initially, that may be extended upto 5 years. The pay of officer selected for deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt (Pay-II) dated 17.6.2010 amended from time to time.
2. Screening Committee can exercise discretion regarding fulfillment of experience criteria in the specified pay level and equivalence of pay level.
3. The Forwarding Authority while forwarding their applications should give / furnish the following certificate/ documents:
 - (a) Certified that the Information furnished in the application are correct from the service records of the candidates and found correct.
 - (b) Certified that no vigilance or disciplinary case is either pending or being contemplated.
 - (c) Certified that no minor / major penalty has been imposed on him/ her during the last ten years.
 - (d) Certified that no court case against him is pending in any court of law.
 - (e) Annual Performance Assessment Report (APAR) dossier for last 5 years.
 - (f) Cadre Clearance Certificate.
 - (g) Integrity Certificate
4. The concerned department/authority should also be confirmed that in the event of selection for the appointment, the officer concerned will be relieved of his duties on an immediate basis. The integrity of the officer should also be certified.
5. Applications not forwarded through Proper Channel will not be considered.
6. If the number of candidates is too large, considering the number of vacancy to be filled for a particular post, the Institute reserves the right to short list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.
7. Applications in the prescribed format (**Annexure-I**) in duplicate along with self-attested copies of certificates, mark sheets and testimonials should reach **"Administrative Officer, Central Pulp & Paper Research Institute, Paper Mill Road, Himmat Nagar, Saharanpur- 247001 (UP)"** within 30 days from the date of publication in the Employment News.
8. The candidates called for interview will be paid to and fro 2nd class rail or bus fare by the shortest route.
9. Recent passport size photograph should be pasted on the top right hand corner of the application.
10. Applications, which are not complete in all respects, are liable to be rejected.
11. The Director, CPPRI reserves the right not to fill any or all the advertised posts or to reject any or all the applications without assigning any reason (s) thereof.
12. All the dispute/litigation, if any, will be subject to Saharanpur (UP) jurisdiction only.
13. Candidates are advised to visit the Institute website regularly for any updates regarding the recruitment of above vacancy at www.cppri.res.in .

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ADMINISTRATIVE OFFICER

PROFORMA FOR APPLICATION ON DEPUTATION AT CPPRI, SAHARANPUR

1.	Name and address (in Block Letter)		Recent Passport size photograph	
2.	Father's Name			
3.	Spouse Name			
4.	Date of Birth			
5.	Name of present office			
6.	Date of entry into service			
7.	Current Post			
8.	Date of Retirement under Central/State Govt. Rules			
9.	Correspondence Address			
10.	Mobile No.		Alternate Mobile No.	
11.	Email Id			

12. Educational Qualifications: _____

(a) (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Educational Qualification	Name of Education Board/University

(b) Details of Training Programme attended:

Sl. No.	Details of Training Programme	Year of participation

13. Nature of present employment i.e., ad-hoc or Temporary or quasi-permanent or permanent.

14. Details of Employment, in chronological order

(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale/ Pay Level in the Pay Matrix	Nature of Duties (in detail)

15.	In case the present employment is held on Deputation/Contract basis, please state:	
(a)	The date of initial appointment on Deputation/Contract	
(b)	Period of appointment on Deputation/Contract	
(c)	Name and address of the parent Office /Organization to which applicant belongs	
16.	Additional Details about present employment. Please state whether working under:	
	(a) Central Government /State Govt	
	(b) Autonomous Body	
17.	Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)	
18.	Additional information, if any, which applicant would like to give in support of his/her suitability for the post. (in case of insufficient space, please attach separate sheet duly signed by the applicant)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the prescribed form duly support by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date:

(Signature of the candidate)

Address

Place:

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses education qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

2. Also certified that:

- i) Certified that Shri/Smt..... holds a permanent post ofunder thesince.....
- ii) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....concerned during last 10 years.
- iii) The integrity of Shri/Smt..... is certified and beyond doubt.
- iv) His/Her CR Dossier in original are enclosed/photocopies of the APARs for the last 5 years, duly attested, by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- v) Cadre Clearance Certificate is enclosed.
- v. No major/Minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)

Date:

Place: