



केन्द्रीय विद्युत अनुसंधान संस्थान
(विद्युत मंत्रालय भारत सरकार के अधीन स्वायत्त सोसाइटी)
Central Power Research Institute
(An autonomous society under Ministry of Power, Govt. of India)

**ADVERTISEMENT No.CPRI/08/2020
RECRUITMENT**

Central Power Research Institute (CPRI) is an autonomous Society under the Ministry of Power engaged in Research and Development in the fields of generation, transmission, distribution and operation of electricity supply systems. CPRI acts as an apex body for initiating and coordinating applied research in electrical power engineering assisting the electrical industry in product development and in Quality Assurance. CPRI also serves as an independent Authority for Testing & Certification of power equipment. CPRI Head office is situated at Bangalore and its units are at Bhopal, Hyderabad, Nagpur, Noida, Kolkata and Guwahati and site office in Nasik.

CPRI invites applications from the eligible Indian Nationals for filling up of vacancy in the following posts. The post is transferrable to any of the units of the CPRI at the discretion of the management.

Sl. No.	Name of the post	Category	Number of Vacancy
1	Administrative Officer	UR	1
2	Accounts Officer The initial place of posting will be at Noida (UP)	OBC	1

Note: Candidate selected for appointment may be entrusted with Accounts and administrative functions as may be required.

EDUCATIONAL QUALIFICATION, EXPERIENCE AND AGE:

Sl. No.	Name of the Post	Educational qualification	Experience prescribed	Upper Age limit (years)
1	Administrative Officer	A University Degree with professional qualification of MBA (HR)/PGDM/ACS/LLB.	5 years post professional qualification experience in Administration of a Govt. /PSU/ Govt. Autonomous Organization at least in Grade pay equivalent to Rs.4200/-(Pay matrix level 6 of 7th CPC). The experience possessed shall be related with the job description of the post.	40

2	Accounts Officer	A University Degree with professional qualification of CA/ICWA/SAS/JAO.	5 years post professional qualification experience in Accounts department of a Govt. / PSU /Govt. Autonomous Organization at least in Grade pay equivalent to Rs.4200/- (Pay matrix level 6 of 7th CPC). The experience possessed shall be related with the job description of the post. Preference will be given to those candidates who are having qualification of CA/ICWA and experience in general administration and personnel management also.	40 (Relaxable by 3 years for OBC Category candidates)
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CPRI reserves the right to fill up the posts or cancel the advertisement in whole or part without assigning any reason.

All the educational qualifications mentioned should be from a University/Institution/Board recognized by Govt. of India/approved by UGC/AICTE/State Governments.

Mere fulfilling of minimum prescribed qualifications and experience will not entitle the candidates to be shortlisted for Written Test/MCQ Test and Interview. In the event of number of eligible applications being large, CPRI reserves the right to shortlist the candidates to be called for further process as per academic merit and experience for the post in the ratio as determined by CPRI, which will be final and binding.

The upper age limit is the age as on the last date for receiving application **i.e. 06.11.2020**. The age limit of 40 years is **normal age limit**. Upper age limit is relaxable as per Govt. of India norms.

The upper age limit for Departmental candidates with three years of continuous service in CPRI is 5 years over and above the maximum age limit prescribed for post.

PAY STRUCTURE AND JOB DESCRIPTION & SELECTION PROCEDURE:

Sl. No.	Name of the post	Level & Cell in the Pay Matrix	Brief Job Description	Selection Procedure
1	Administrative Officer	Level – 10 of the 7 th CPC Rs. 56100 - 177500	Administrative Officer is expected to work in the areas of General Administration and establishment matters, Personnel administration, Recruitments, Vigilance, Disciplinary matters, Handling the legal matters, Coordinating for Committee/Council meetings, Preparation of Agenda and Minutes of the meeting, Correspondence with Ministry and other authorities etc.	The eligible shortlisted candidates will be called for Written Test/MCQ Test and those who qualify in the test are called for interview. The final selection is made based on the performance in the Written Test/MCQ Test and Interview.

2	Accounts Officer	Level – 10 of the 7 th CPC Rs. 56100 - 177500	Accounts Officer is expected to work in the areas of compilation and finalization of accounts, Preparation of financial statements, Budgeting, Budgetary control, Financial reporting and Statutory compliances. Attending to audit such as Internal Audit & Statutory Audit etc., They should be capable of working in the computerized environment where Accounting Software like Tally, Custom- built software, etc., are used/implemented.	The eligible shortlisted candidates will be called for Written Test/MCQ Test and those who qualify in the test are called for interview. The final selection is made based on the performance in the Written Test/MCQ Test and Interview.
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Probation for the post will be initially for a period of 2 years. The posts carry service benefits of NPS contribution/Leave/LTC/Medical benefits and allowances as per Government of India norms.

Candidates who have attended the interview against earlier Accounts Officer advertisement No.CPRI/11/2019 need not apply again.

Application in prescribed format with testimonial accompanied by self-attested copies of relevant education qualification, experience certificate, No Objection Certificate (NOC) from the Employer concerned, Caste/PWD certificate as applicable, etc. should be sent by post to The Chief Administrative Officer, Central Power Research Institute, Prof.Sir C.V.Raman Road, Post Box No: 8066, Sadasivanagar (P.O),Bangalore- 560080 superscribing **“Application for the post of Administrative Officer/Accounts Officer”** on the envelope not later than **06.11.2020**. Application received after the due date will not be considered.

Failure to attach the self-attested copies of all the relevant documents with prescribed application format will render the application invalid and liable for rejection.