



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	MANAGER (FINANCE & ADMIN.)
	No. of post	1 (one)
	Scale of pay	PML-12 Rs. 78800-220920
	1. Essential qualification	i) Educational qualifications:- Second class Post Graduate degree from recognized university. ii) Experience: Minimum 15 years experience out of which 5 years experience should be in the scale of (Pre-revised 15600-39100+GP 6600) revised PML-11, Rs. 67700-208700 in a Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/ University/ recognized scientific institution/Private Sector. 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. Desirable Qualifications	M.B.A. or equivalent from recognized University/C.S./C.A./ICWA
	Age limit	Not more than 50 years.
2.	Name of Post	Group-IV(2), SCIENTIST- B
	No. of Post	4 (Four), (Chemistry-2, Chemical Engg.-1, Biotechnology-1) {1 SC(Chemistry)}, {1 OBC (Biotechnology)}, {2 UR (1 Chemistry & 1 Chemical Engineering)}
	Scale of Pay	PML-10, Rs. 56100-177500
	Essential Qualification	M.Sc. or B.E. or recognized equivalent qualification with minimum of 60% marks with two years relevant experience in the area of pulp & paper. OR M.Tech. or M.E. or Ph.D. with minimum of 60% marks (No experience required for M.Tech. or M.E. or Ph.D. candidates)
	Age limit	Not more than 30 years.
3.	Name of Post	SECTION OFFICER
	No. of post	1 (one)
	Scale of pay	PML-8 Rs. 47600-151100
	Essential qualification	i) Educational qualifications:- Second class Bachelor degree from recognized university with 6 months certificate course in Computer Application ii) Experience: Minimum 5 years experience in Administration/Finance & Accounts/Store/Purchase in the pay

		scale of (Pre-revised 9300-34800+GP 4200) revised Pay Matrix Level-6 in the Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/recognized scientific institution/University/Private Sector.
	Age limit	Not more than 35 years.
4	Name of the Post	PERSONAL ASSISTANT (On Deputation/Direct recruitment basis)
	No. of Post	2 (two)
	Scale of Pay	PML-6, Rs. 35,400 – 1,12,400
	Eligibility criteria for Deputation:-	
	Essential Qualification	i) Educational Qualification: 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 from recognized institution..
	Eligibility for Deputation	Candidate from Central/State Government working in the pay-scale of (Pre-revised 5,200-20,200 + GP 2,400/-) revised PML -4 or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution having 5 years service in that grade will be eligible for that post.
	Eligibility criteria for Direct Recruitment:-	
	Essential Qualification	i) Educational Qualification: 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 from recognized institution.
	Age limit	Not more than 30 years
	Experience	5 years experience as Stenographer in Central/State Government in the pay scale of (Pre-revised Rs. 5200-20200+GP 2400) revised Pay Matrix Level-4 or equivalent post in Autonomous body/Public Sector undertaking/recognized scientific institution/university/Private Sector.
5.	Name of the Post	LOWER DIVISION CLERK
	No. of Post	6 (Six) (2 OBC, 1 SC, 3 UR)
	Scale of Pay	PML-2, 19,900-63,200
	Age Limit	Not more than 25 years.
	Essential Qualification	i) Educational Qualification: Bachelor Degree from recognized University with one year Certificate/Diploma in Computer Software/ Application from recognized institution/DOECC 'O' level and having typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi
6	Post	Support Staff Group-II(I)
	Number of Post	1 (One)
	Scale of Pay	PML-2, 19900-63200

	Age Limit	23 years
	Essential Qualification	SSC/10 th Standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in Boiler Trade. OR SSSC/HSC/12 th in Science Stream with a minimum of 60% marks in aggregate with 2 nd Class Boiler Attendant Certificate.
7.	Name of Post	DRIVER (Reserved for Ex.Serviceman)
	No. of post	1 (One)
	Scale of pay	PML-2, 19900- 63200
	Essential qualification	i) Educational qualifications:- 8 th Standard passed ii) Other Requirements:-- <ul style="list-style-type: none"> • Possession of a valid driving license of motor cars • Knowledge of motor mechanism (the candidate should be able to rectify minor defects in vehicles) • Good health and physically fit as per the Govt. Rules • The candidate must be registered with Employment Exchange/Soldier Board
	Age limit	30 years.

GENERAL CONDITION

1. 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.
2. The crucial date for determining the upper age limits, qualifications, and/or experience shall be the closing date of receipt of applications.
3. 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.
4. Age limit is relaxable as per Govt. rules issued from time to time for SC/ST/OBC/PH/Ex. Service Man and other categories.
5. Photocopy of the Caste/Tribe etc. issued by competent authority is required to be attached.
6. Application duly completed in all respect as per attached proforma along with fee, self attested testimonials etc should be submitted to **Director, Central pulp and paper Research Institute, post Box No. 174, Saharanpur-247001 (U.P)** within 30 days of publication of the advertisement together with application fee in the form of **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.**
7. Application fee is exempted for SC/ST/PH/Women and departmental candidates.




8. 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 .
9. 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/Typing test etc.
10. 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.
11. 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.
12. 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
13. Candidates must indicate as to whether any of their blood/ close relative is working in CPPRI
14. Application received after the due date or incomplete in any manner shall not be considered.
15. Outstation candidates called for interview will be paid to and fro 2nd class Rail or bus fare by shortest route.
16. Interim queries will not be entertained.
17. Canvassing in any form and or/ bringing any influence political or otherwise will be treated as a disqualification for the post.



BIODATA

PHOTOGRAPH

APPLICATION FOR THE POST OF:.....

- 1. Name of the candidate
- 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:

Board/University/Institution	Name of Course	Duration of course	Division/Grade

8. Experience:

Employer Name	Post held	Scale of pay	Period From To	Assigned jobs

- 9. Fee details
- 10. Any other information

Signature of the Candidate

Signature

Signature