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Recruitment

Advertisement No.CPRI/01/2014

The Central Power Research Institute (CPRI) is a Premier Autonomous Institute under Ministry of Power, Govt. of India, promoting applied research in Power System Technology Development. It has several laboratories throughout India and state-of-art facilities for evaluation of electrical materials and performance of power equipment. It also acts as the National Level Testing & Certification Authority and is the apex body for initiating and co-ordinating Research and Development. The Institute intends recruitment to the post of **Assistant Grade II** and invites applications from the eligible candidates accordingly.

Sl. No.	Name of the post, No. of posts and reservation	Essential educational qualification and experience	Maximum age limit
01	Assistant Grade II in the Pay Band of Rs. 5200-20200 with Grade Pay Rs. 2400/- 10 post (SC-1,OBC-3, UR-6) Out of the 10 posts 1 post is reserved for PWD	A University Degree with English Typing <i>Computer knowledge</i> 3 years' experience	30 years (<i>for age relaxation please see general conditions</i>)

Job description :

Accounts work like processing of bills, Bank Reconciliation, Cash/Cheque receipts & payment, maintenance of cash book/bills book/stock book, Budget preparation, Control of expenditure, finalization of Accounts etc. and Service matters of personnel including maintenance of their Personal Files/Service Books/Leave account etc.

In view of this job requirement, preference will be given to Commerce Graduates as it involves Commerce work.

The details of rules and regulations, bye-laws, Working Rule No.1 and 2 of the CPRI Society which covers recruitment, promotion, etc. for all cadres are available in the Bye-laws uploaded in CPRI's website: <http://cpri.in/images/pdf/bye-laws.pdf>

INSTRUCTIONS:

I Pay and Allowances

1	The posts carry usual allowances as admissible to Central Government employees (as made applicable to CPRI employees) of the same pay and status.
2	Approximate total emoluments per month : Initial pay : Rs.7510/-; Grade Pay – Rs.2400/- ; HRA – 30% of initial pay and Grade pay; Transport allowance – Rs.1600 ; DA 100% of initial pay, Grade pay & Transport allowance ie. approximate total emoluments = Rs.25,993/- including HRA at Bangalore. Rate of HRA is dependent on the place of posting. In case of allotment of quarters, no HRA is payable but Licence Fee at the Govt. rates is recoverable. In addition, 10% of Basic pay, GP and DA will be contributed by the Institute towards New Pension Scheme.
3	Higher initial pay subject to a maximum of five increments on first appointment if so recommended by the selection committee may be granted to the candidates with exceptionally brilliant professional achievements and performance in the interview.
4	An attractive perks like Medical, subsidized canteen, Children Education Allowance, LTC, foreign tour, Gratuity, Annual Leave encashment etc are admissible.
5	Candidates appointed will be governed by an attractive and periodical merit based assessment promotion scheme.
6	The post is pensionable based on defined contribution under the New Pension Scheme, which has been in vogue with effect from 01.01.2004.

II General

1	Applications submitted through on-line only will be considered.
2	Only Indian Nationals need to apply.
3	The Appointing Authority may in exceptional cases relax any of the eligibility conditions.
4	Institute reserves the right not to fill up the posts, if it so desires. Number of vacancies indicated is subject to change at the time of selection depending upon the circumstances and reservation may also vary.
5	The applicants should ensure that they satisfy the eligibility criteria. The prescribed essential qualifications are bare minimum and mere possession of same does not entitle candidates to be called for Written test/Interview. Where number of applications received in response to the advertisement is large, it will not be possible for CPRI to call all the candidates for Written test/Interview. CPRI may restrict the number of candidates for Written test/Interview to a reasonable limit on the basis of qualifications/ experience/ achievements/specialization higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, mention all qualifications/ experience/ achievements/specialization etc., in relevant fields including those over and above the minimum qualification. After the interview, in accordance with the merit, the offer of appointment to the selected candidates will be issued, restricted to the number of vacancies as per approved rules & regulations of CPRI. The appointment, however, will be

	subject to the completion of formalities like medical examination prescribed for the posts of the Institute and character verification, besides production & verification of testimonials/certificates. Candidates with higher qualification and or with more experience will be given preference.
7	Employment in the Institute carries with it All- India transfer liability and presently CPRI has its Units at Bangalore, Bhopal, Noida, Hyderabad, Nagpur, Kolkata, Guwahati and NHPTL, Bina – Madhya Pradesh.
8	The qualification prescribed is the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for interview. There will be an initial screening based on the academic performance and other parameters given in the on-line applications and only those screened will be called for interview.
9	Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, at the time of interview. If any information furnished on-line is found to be wrong or false, the candidate will not be interviewed and no TA is paid.
10	OUTSTATION candidates called for an Interview will be reimbursed to and fro second class sleeper train fare/ Bus fare (Non-AC)by the shortest direct route from their usual place of residence as indicated in the application on production of documentary proof. (Change of address and city for the purpose will not be entertained)
11	No TA is paid for attending the Written Test.
12	Canvassing in any form/bringing in any influence politically or otherwise will be treated as a disqualification.
13	30.06.2014 (LAST DATE FOR RECEIPT OF ON-LINE APPLICATIONS) will be cut-off date for all purposes like age, qualification etc.
14	Incomplete applications (i.e. without uploading photograph, signature, educational certificates/experience certificate(s) will not be entertained and will stand rejected.

III Age Relaxation

1	The date for determining the age limit/experience/qualification shall be the closing date prescribed for receipt of application, i.e., 30.06.2014 . The upper age limit, however, may be relaxed upto 5 years for SC/ST and up to 03 years for OBC candidates as per Government orders in force only in those cases where the posts are reserved for respective categories.
2	SC/ST/OBC candidates are required to produce attested copy of caste/community certificate (in the format as prescribed by the Central Govt. and issued by the appropriate authorities) at the time of interview.
3	Relaxation in the upper age limit for Physically Handicapped candidates will be 5 years, over and above the relaxation provided for the SC/ST/OBC candidates as the case may be.
4	Candidates belonging to Other Backward Classes (OBC) must submit a photocopy of the latest certificate in the prescribed form issued by the appropriate authority at the time of interview.
5	Relaxation in the upper age limit of 5 years applicable for the persons who were domiciled in the Kashmir Division of the State of J&K during the period of 01.01.1980 to 31.12.1989 subject to production of a certificate from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided OR from any other authority designated in this behalf by the Government of J&K State, to the effect that he/she had ordinarily been

	domiciled in the Kashmir Division of State of J&K during the period from 01.01.1980 to 31.12.1989.
6	Relaxation in age limit for Ex-Servicemen will be as per Government of India Rules.

IV How to apply

1	The applicants who wish to apply for the posts may register online by logging on to the following URL: http://203.124.105.20/CPRI/ Registered users should login and complete the online process of registration. The Application number and password provided by the applicant should be carefully preserved for future reference. The application registration at the above URL will be available from 31.05.2014 and kept open till to 30.06.2014, 5.30 pm. Applications received through any other mode will not be accepted.
2	Photograph/Signature image should be in .jpg/.jpeg format only having size in between 1kb to 500kb.
3	Other documents should be in .pdf format only having size in between 1kb to 1mb. Please upload the files one by one.
4	The on-line application has to be invariably followed up with a 'No Objection Certificate (NOC) from the employer concerned by those already in employments under Central/State Government, Public Sector Undertaking or Autonomous Body, duly indicating the name, the post for which applied and application no. on the reverse.
5	Candidates need not submit the printouts of their online applications either through post or by hand and any other documents.
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7	At the time of interview, candidates should produce all the original certificates along with original challan.
8	Candidates will be shortlisted for interview on the basis of the information provided by them in their online applications; they must ensure that such information is true. If at any subsequent stage or at the time of interview any information given by them or claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
9	The candidates are advised to submit the Online application well in advance without waiting for the closing date.

V Application Fee

1	Candidates are required to pay fee of Rs. 500/- (Rupees Five hundred only)
2	Bank Challanwill be generated online.
3	Candidates belonging to SC/ST/PWD category, Women candidates and regular employees of CPRI are exempted from payment of application fee.
4	Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
5	Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Checklist : Following documents must be uploaded along with the application form.

a)	Copies of Secondary School certificate showing Date of Birth
b)	Copies of Diploma/Graduate/Post Graduate certificates and mark sheets (year/semester wise) in support of essential qualification and any higher qualification. <i>(Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/Institute and mention the percentage in the appropriate column in the application form)</i>
c)	Copies of relevant experience certificate(s), if any (as claimed in the application)
d)	A copy of Certificate of belonging to SC/ST/OBC/PWD category (in prescribed format and issued by appropriate authority)
e)	No Objection Certificate (applicable to serving Govt./Public Sector employees).
f)	Candidates photo and signature
g)	English Typing Certificate or Computer Course certificate.