



Central Power Research Institute
(A Govt. of India Society, Ministry of Power)
Post Box No.8066, Prof. Sir. C.V.Raman Road
Sadashivanagar Post Office,
BANGALORE – 560 080

Advertisement No.CPRI/01/2015 (Asst.Gr II)

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 coordinating Research and Development. The Institute intends recruitment to the post of **Assistant Grade II** reserved for PWD and invites applications from the eligible candidates accordingly.

Sl. No.	Name of the post, No. of posts, reservation & place of posting	Essential educational qualification and experience	Maximum age limit
01	Assistant Grade II in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 2400/- 1 post (Reserved for PWD) Place of posting: Bhopal	A University Degree with English Typing Computer knowledge with 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 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>

6	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 and only those screened will be called for written test/interview.
7	Candidates called for written test/interview will have to produce all relevant original documents in proof of details furnished in their applications submitted, at the time of interview. If any information furnished is found to be wrong or false, the candidate will not be interviewed and no TA is paid.
08	OUTSTATION candidates called for written test/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)
09	Canvassing in any form/bringing in any influence politically or otherwise will be treated as a disqualification.
10	15.09.2015 (LAST DATE FOR RECEIPT OF APPLICATIONS) will be cut-off date for all purposes like age, qualification etc.
11	Incomplete applications 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 15.09.2015 . 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.
2	SC/ST/OBC/PWD candidates are required to produce original and 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 written test/interview.
3	Relaxation in the upper age limit for Physically Handicapped candidates will be 10 years, over and above the relaxation provided for the SC/ST/OBC candidates as the case may be.
4	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.
5	Relaxation in age limit for Ex-Servicemen will be as per Government of India Rules.(to produce original & attested copy of the certificate in support of this)

IV How to apply

1	Candidates should download the prescribed application format from CPRI website http://www.cpri.in . They should neatly type the format and should fill in the application in all respects and attach copies of all certificates of educational qualifications and experience etc. together with the application fee (if applicable) of Rs.500/- (Rupees Five hundred only) in the form of crossed Demand Draft valid for at least 3 months, in favour of "CPRI" payable at Bangalore .
2	Completed application (with requisite attachments) should be sent in an envelope superscribing "Application for the post of Assistant Grade II " to the Chief Administrative Officer, Central Power Research Institute (CPRI), Post Box No.8066, Prof. Sir. C V Raman Road, Bangalore – 560 080, so as to reach on or before 15.09.2015 .
3	Candidates belonging to SC/ST/PWD category, Women candidates and regular employees of CPRI are exempted from payment of application fee.
4	Applications from employees of Govt. Departments would be considered only if forwarded through proper channel, duly certified by the employer that the applicant would be relieved within one month of the receipt of the offer of appointment, if selected . Vigilance clearance in respect of the employee should also be recorded in the forwarding letter. However, candidates may submit an advance copy of the application before the closing date. Applications routed through proper channel should reach CPRI at the earliest.
5	Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CPRI. Any enclosure received separately subsequent to the receipt of the application may not be connected therewith. No representation in this regard will be entertained.
6	Incomplete applications (i.e. without photograph, without copies of educational /experience/caste(PWD) certificates, unsigned applications, applications without DD if applicable and applications with columns left blank will not be entertained and will stand rejected.

Checklist : Following documents must be enclosed along with the application

a)	Copy of Secondary School certificate showing Date of Birth
b)	Copy of Senior Secondary Certificate and marks sheet
c)	Copy 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>
d)	Copies of relevant certificate(s), if any (as claimed in the application)
e)	Demand Draft of Rs. 500/- wherever applicable
f)	Copies of certificate of belonging to SC/ST/OBC/PWD category (in prescribed format and issued by appropriate authority)
g)	No Objection Certificate (applicable to serving Govt./Public Sector employees).
h)	English Typing Certificate or Computer Course certificate.