



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/01/2022
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 officer of Central Government/Central Autonomous Organisation/ Statutory Bodies for filling up of **anticipated vacancy** in the following post. The place of posting is at **Bangalore**.

Sl. No.	Name of the post	Category	No. of post falling vacant on 30.06.2022
1	Chief Administrative Officer(OG)	UR	1

Method of Recruitment: Direct Recruitment / Deputation:

EDUCATIONAL QUALIFICATION, EXPERIENCE AND AGE for Direct Recruitment / Deputation:

Sl. No.	Name of the Post	Educational qualification	Experience prescribed for the post	Upper Age limit (years)
1	Chief Administrative Officer(OG)	A University Degree in BA /BSc/B Com/ BBA/BBM with professional qualification of SAS (Subordinate Accounts Service) /AAO /JAO (examination conducted by any one of the organized Accounts Department of the Central Government) / Bachelor of Laws/LLB (Course from Institute/ college recognized by Bar Council of India) /ACS (Course from Institute of Company Secretaries of India).	(1) The incumbent shall be holding analogous post on regular basis. OR (2) The incumbent shall have minimum 10 years of cumulative experience in Level 10 and Level 11 of 7th CPC Pay Matrix. The area of experience shall be in the Management/ Administration of Central Government /Central Autonomous Organizations/ Statutory Bodies. The candidate should have Knowledge of Central Government Rules & Regulations, CCS (CCA) Rules, FR&SR, CCS(Conduct) Rules & Regulations	53

			with good oral and written communication skills. The experience possessed shall be related with the job description of the post.	
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CPRI reserves the right to fill up the post or cancel the advertisement.

In case of deputation, the period of deputation initially shall be for a period of 3 years, which may be extended for a further period of 2 years on mutual consent with the lending organization, subject to the condition that the services shall not be extended beyond the date of superannuation.

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 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. 04.03.2022**. The maximum age limit for the post is 53 years.

The upper age limit for eligible 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	Chief Administrative Officer(OG)	Level – 12 of the 7 th CPC Rs. 78800 - 209200	Chief Administrative Officer is responsible for General Administration of Organization which includes Assisting the Director General in General Administration & Personnel Management, Handling Recruitments, Vigilance Proceedings, Grievances, RTI matters and Disciplinary matters, Handling the legal & Security matters, Issuing notices & Circulars, Convening & Coordinating for various Assessment Committee /Society meetings, Preparation of Agenda and Minutes for the Governing Council meetings and follow up action to implement its decisions, Maintaining Confidential Records and liaise with	The eligible shortlisted candidates will be called for interview. The final selection is made based on the performance in the Interview. CPRI reserves the right to shortlist the candidates to be called for Personal Interview as per academic merit and experience for the post in the ratio as determined by CPRI, which will be final and binding.

			<p>different departments, Correspondence with Ministry and other authorities,</p> <p>Representing the Society in all legal suit or proceeding by & Against the society as per rules, bye laws & working rules, Entering into agreements, Signing documents & Authenticating records on behalf of the Society. Any other functions assigned by the Director General from time to time.</p>	
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Probation for the post will be initially for a period of 2 years in case of Direct Recruitment. The posts carry service benefits of NPS contribution/Leave /LTC/Medical benefits and allowances as per Government of India norms.

Application in prescribed format with testimonial accompanied by;

1. Self-attested copies of relevant education qualification (Matriculation/SSC, Degree Certificates, Mark sheets etc.)
2. **No Objection Certificate (NOC)** from the current Employer concerned with **Experience certificates** clearly mentioning the duration of employment (Date, month and year) indicating basic pay, Grade Pay/Pay Matrix Level. The Certificate should also mention nature of duties performed/experience obtained in the post(s) with duration.
3. Annual Confidential Reports/APARs for the last 5 Years duly attested by the Competent Authority/Head of the Department.
4. Vigilance Clearance Certificate & Integrity Certificate.
5. Photo Identity card (Aadar, Voter ID, Driving license, Passport etc.)
6. Application fees (If applicable)

Application completed in all respect should be sent by post to below address superscribing **“Application for the post of Chief Administrative Officer(OG)”** on the envelope not later than **04.03.2022**. Application received after the due date will not be considered.

**The Chief Administrative Officer
Central Power Research Institute,
Prof.Sir C.V. Raman Road,
Post Box No: 8066, Sadasivanagar (P.O),
Bangalore- 560080**

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. Application completed in all respect only will be considered.
