



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/06/2022
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 eligible candidates for filling up of **anticipated vacancy** in the following post. The place of posting is at **Bangalore**.

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

Method of Recruitment: Short Term Contract/Absorption/Direct Recruitment

EDUCATIONAL QUALIFICATION, EXPERIENCE AND AGE for Short Term Contract/ Absorption /Direct Recruitment:

Name of the Post	Educational qualification	Experience prescribed	Upper Age limit (years)
Chief Administrative Officer(OG)	A University Degree in BA/ BSc/ B Com / BBA/BBM with professional qualification of SAS/AAO/JAO/ Bachelor of Laws /LLB/ACS Desirable: MBA(HRM)/Post Graduate Diploma in Management (Human Resources Management- two year's course)	<u>For Short Term Contract:</u> (a) Holding analogous post in the parent cadre or Department OR (b) With five years' service in Level-11 of pay matrix in the parent cadre or Department. Overall 12 years' experience in the Management/ Administration of Central Government / Central Autonomous Organizations / Statutory Bodies and should have knowledge of Central Government Rules & Regulations, etc. with good oral and written communication skills.	53

		<p><u>Experience prescribed for Absorption / Direct Recruitment:</u></p> <p>Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>Minimum 5 years' experience in Level-11 with cumulative experience of 12 years in Level -10 and Level-11 of Pay Matrix.</p> <p>The area of experience shall be in the Management/ Administration of Central Government / Central Autonomous Organizations/ Statutory Bodies and should have knowledge of Central Government Rules & Regulations, etc. with good oral and written communication skills.</p>	
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CPRI reserves the right to fill up the post or cancel the advertisement.

In case of Short Term Contract, the period of Short Term Contract shall be for a period of 2 years, which may be extended for a further period of 1 years on mutual consent, depending upon the requirement of the Institute.

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

The crucial date for determination of eligibility of applicants for the post will be the last date of receipt of application i.e.20.06.2022.

Mere fulfilling of minimum prescribed qualifications and experience will not entitle the candidates to be shortlisted for further process. 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.

PAY STRUCTURE AND JOB DESCRIPTION :

Name of the post	Level & Cell in the Pay Matrix	Brief Job Description
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 different departments, Correspondence with Ministry and other authorities, 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.

Probation for the post will be for a period of 1 year 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.

The last date for receipt of application is 20.06.2022. Application received after the closing date or without the prescribed documents/information will not be considered.

Application of the eligible and willing candidates may be forwarded through proper channel as per the **Application format** available in CPRI website <https://cpri.res.in/> along with below documents/Certificates **latest by 20.06.2022.**

1. Self-attested copies of relevant education qualification (Matriculation/SSC, Degree Certificates, Mark sheets etc.) and experience.
2. **No Objection Certificate (NOC)** from the current employer concerned.
3. **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.

Application completed in all respect with above documents should be sent by post to below address superscribing **“Application for the post of Chief Administrative Officer(OG)”**.

**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.
