



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/09/2021
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 Indian Nationals for filling up of vacancy in the following posts. The place of posting is at **Bangalore**. However the post is transferrable to any of the units of the CPRI at the discretion of the management.

Sl. No.	Name of the post	Category	Number of Vacancy
1	Administrative Officer	UR	1

Note: Candidate selected for appointment may be entrusted with administrative and Accounts functions as may be required.

EDUCATIONAL QUALIFICATION, EXPERIENCE AND AGE:

Sl. No.	Name of the Post	Educational qualification	Experience prescribed	Upper Age limit (years)
1	Administrative Officer	A University Degree in Arts/Commerce/Management with professional qualification of MBA (HR)(2 year Course recognized by UGC/AICTE) / ACS (Course from Institute of Company Secretaries of India) / LLB (Course from Institute/college recognized by Bar Council of India).	5 years post professional qualification experience in Administration of a Govt. /PSU/ Govt. Autonomous Organization at least in Grade pay equivalent to Rs.4200/-(Pay matrix level 6 of 7th CPC). The candidate would be expected to have Knowledge of Government Rules & Regulations, Familiarity with the use of computer with good oral and written communication skills. The experience possessed shall be related with the job description of the post.	40

CPRI reserves the right to fill up the post or cancel the advertisement in whole or part without assigning any reason.

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 Written Test/MCQ Test and 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. 04.08.2021**. The age limit of 40 years is **normal age limit**. Upper age limit is relaxable as per Govt. of India norms.

The upper age limit for 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	Administrative Officer	Level – 10 of the 7 th CPC Rs. 56100 - 177500	Administrative Officer is expected to work in the areas of General Administration and establishment matters, Personnel administration, Recruitments, Vigilance, Disciplinary matters, Handling the legal matters, Coordinating for Committee/Council meetings, Preparation of Agenda and Minutes of the meeting, Maintaining Confidential Records and liaise with different departments, Correspondence with Ministry and other authorities etc.	The eligible shortlisted candidates will be called for Written Test/MCQ Test and those who qualify in the test are called for interview. The final selection is made based on the performance in the Written Test/MCQ Test and Interview.

Probation for the post will be initially for a period of 2 years. 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 self-attested copies of relevant education qualification, experience certificate, **No Objection Certificate (NOC)** from the Employer concerned, Caste/PWD certificate as applicable, etc. should be sent by post to The Chief Administrative Officer, Central Power Research Institute, Prof.Sir C.V.Raman Road, Post Box No: 8066, Sadasivanagar (P.O),Bangalore- 560080 superscribing **“Application for the post of Administrative Officer”** on the envelope not later than **04.08.2021**. Application received after the due date will not be considered.

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.