



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 80

### **Recruitment**

Advertisement No. CPRI/04/2013

The Central Power Research Institute (CPRI) is a Premier Autonomous Institute under Ministry of Power, Government of India, promoting applied research in the field on power. It has several laboratories throughout India and state-of-the 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 in Power sector. The Institute is looking for dynamic and motivated persons for the post of **Accounts Officer** with following Qualification and Experience

<b>Sl. No</b>	<b>Details of the post</b>	<b>Essential Education Qualification</b>	<b>Experience</b>	<b>Upper age limit</b>
01	Accounts Officer In the Pay band of Rs.15600-39100 with Grade pay of Rs. 5400/-  2 Posts (UR 01 OBC 01) 1 for CPRI, Bhopal 1 for CPRI, Bangalore	A University Degree and preferably a professional qualification such as SAS, CA, CAW etc.	5 years' experience at the supervisory level	40 years (for age relaxation please see general conditions)

***Persons who applied against earlier advertisements need not apply. However, persons who were called and could not attend the interview may apply again.***

#### **Job Description:**

Accounts Officers are expected to and equip themselves for handling the Capital Projects and internal resources around Rs. 450 Crores per annum including Research Projects, Research scheme on Power, National perspective plan Projects, etc. apart from the usual financial management, finalization of accounts, etc. They are also expected to be aware of provisions of Government Accounting System of Capital Grants vis-à-vis commercial accounting. The other areas of work include Bills Payable/Receivable, Pre-audit, Budgeting, Budgetary control, Reconciliation of

various Bank Accounts, Meetings, etc. Expected to handle Government, Ministry Internal Audit, Statutory Audit, Internal Audit etc. They have to be aware of provisions of General/Contributory Provident Fund, as well as New pension Scheme, Pension, Gratuity, Commutation, Labour Laws, etc. They should possess knowledge of Accounting Softwares like Tally, SAP, Custom-built software, etc.

The details of rules and regulations, bye-laws, Working Rule No. 1 and 2 of 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>

## General Conditions/Instructions

### 1. General

a)	Only Indian Nationals need apply.
b)	The Appointing Authority may in exceptional cases relax any of the eligibility conditions.
c)	The posts carry usual allowances as admissible to Central Government employees (as made applicable to CPRI employees) of the same pay and status.
d)	<b>Approximate total emoluments per month :</b> Initial pay: Rs.15600/-; Grade Pay – Rs.5400/- ; HRA – 30% of initial pay and grade pay; Transport allowance – Rs.3200; DA 80% of initial pay, grade pay & Transport allowance ie. approximate total emoluments = Rs. 49860/- including HRA at Bangalore. HRA is dependent on the place of posting and also availment of quarters in which case no HRA is payable but Licence Fee at the Govt. rates will be deducted. In addition, 10% of Basic pay, GP and DA will be contributed by the Institute towards New Pension Scheme.
e)	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.
f)	Employees are also eligible for attractive perks like Medical, subsidized canteen, Children Education Allowance, LTC, vacancy based promotion, Gratuity, Annual Leave encashment etc.
g)	The posts are pensionable based on defined contribution under the New Pension Scheme, which has been in vogue with effect from 01.01.2004.
h)	Institute reserves the right not to fill up the posts, if it so desires. Numbers of vacancies indicated are subject to change at the time of selection depending upon the circumstances and reservation may also vary.
i)	<b>The applicants should ensure that they satisfy the eligibility criteria.</b> 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.
j)	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.
k)	The selection process may involve Written Test and / or Interview. Such of those OUTSTATION candidates who are called to attend the Written test/Interview will be reimbursed <b>to and fro second class sleeper train fare/ Bus fare (Non-AC) by</b> the shortest direct route from their usual place of residence as indicated in the application <b>on production of documentary proof.</b>
l)	Canvassing in any form/bringing in any influence politically or otherwise will be treated as a disqualification.

## 2. Age Relaxation

a)	The date for determining the age limit/experience/qualification shall be the closing date prescribed for receipt of application, i.e., <b>05.08.2013</b> . 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.
b)	SC/ST/OBC candidates are required to produce attested copy of cast/community certificate (in the format as prescribed by the Central Govt. and issued by the appropriate authorities) along with the Application Form.
c)	Relaxation in the upper age limit for Physically Handicapped will be 5 years, over and above the relaxation provided for the SC/ST/OBC candidates as the case may be.
d)	Candidates belonging to Other Backward Classes (OBC) must submit a photocopy of the latest certificate in the prescribed form issued by the specified competent authority (SDO/District Magistrate/Dy. Commissioner) along with the Application Form.
e)	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.
f)	Relaxation in age limit for Ex-Servicemen will be as per Government of India Rules.

## 3. How to Apply & Application Fee

a)	Candidates should download the prescribed <b>application format from CPRI website <a href="http://www.cpri.in">http://www.cpri.in</a></b> . They should <b>neatly type the format</b> and should fill in the application in all respects and attach attested copies of all certificates of educational qualifications, experience etc. together with the <b>application fee</b> (if applicable) of <b>Rs.500/- (Rupees Five hundred only)</b> in the form of crossed Demand Draft valid for at least 3 months, in favour of <b>CPRI</b> payable at <b>Bangalore</b> .
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b)	Completed application (with requisite attachments) should be sent in an envelope superscribing “Application for the post of <b>“Accounts Officer”</b> 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 <b><u>05.08.2013</u></b> .
c)	Candidates belonging to SC/ST/PWD category, Women candidates and regular employees of CPRI are exempted from payment of application fee.
d)	Applications from <b>employees of Govt. Departments</b> would be considered only if forwarded <b>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</b> 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.
e)	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.
f)	Incomplete applications (i.e. without photograph, without attested copies of educational certificates/experience certificate(s), unsigned applications, applications without D D if applicable and applications with columns left blank) will not be entertained and will stand rejected.

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

a)	Attested copies of Secondary School certificate showing Date of Birth
b)	Attested copies of Senior Secondary Certificate and marks sheet
c)	Attested copies of Degree/Post Degree/Professional Degree certificates and mark sheets (year/semester wise) in support of essential qualification and any higher qualification.
d)	Attested copies of relevant experience certificate(s), if any (as claimed in the application)
e)	Demand Draft of Rs.500/-, wherever applicable
f)	Attested copy of Certificate of belonging to OBC/SC/ST/PWD category (in prescribed format and issued by appropriate authority)
g)	<b>No Objection Certificate</b> (applicable to serving Govt./Public Sector employees).

**Application for the post of ACCOUNTS OFFICER**

**(Important: Please use only A4 size paper for application and other testimonials)**

**PART A**

Affix recent passport size Photograph here
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01	Post to which applied	:	
02	Discipline	:	Accounts
03	Advt. No. & Date ( <i>and name of the newspaper in which appeared</i> )	:	
04	Name in full ( <i>in Block letters</i> )	:	
05	Age and Date of Birth ( <i>Enclose a copy of certificate in support of age</i> )	:	
06	Nationality	:	
07	Father's/Husband's name	:	
08	Address for correspondence ( <i>in Block letters</i> )	:	
9	Permanent Address	:	
	Telephone No. (Landline/Cell)	:	Landline :
		:	Mobile :
		:	E-mail :
10	Nearest Railway Station from where the candidate is likely to travel for Written Test / Interview	:	

11	Religion	:								
	Whether belongs to SC/ST/OBC/ PWD ( <i>must be supported by Certificate</i> )	:								
12	<p><b>Educational/professional qualification (indicating clearly the examinations passed, University/Board, Year and Month of passing, class and percentage of marks &amp; subjects taken starting from minimum qualification prescribed for the post)</b> If the examination was semester wise, marks should be indicated semester wise and copies of marks sheets of all semesters should be enclosed. If the examination is year-wise marks should be indicated year wise and copies of marks sheets of all years should be enclosed, along with certificates, failing which the application will be rejected:</p>									
Examination passed	Year and month of passing	Board/ University/ Institution	<table border="1"> <tr> <td colspan="2">%age of Marks semester wise /year wise</td> <td rowspan="2">Class obtained</td> <td rowspan="2">Subjects taken</td> <td rowspan="2">Whether marks sheets enclosed</td> </tr> <tr> <td>Semester / year</td> <td>% of marks</td> </tr> </table>	%age of Marks semester wise /year wise		Class obtained	Subjects taken	Whether marks sheets enclosed	Semester / year	% of marks
%age of Marks semester wise /year wise		Class obtained	Subjects taken	Whether marks sheets enclosed						
Semester / year	% of marks									
<b>(ATTACH SEPARATELY as Annexure – I)</b>										

13. Whether continuing higher studies? If so furnish details

Name of the course	Year and month of Registration	Board/University/ Institution	Whether part time or full time	Subjects Taken	Year & month during which the course will be completed
<b>(ATTACH SEPARATELY as Annexure – II)</b>					
14.	<p>Details of the previous/present employment held, if any, in chronological order starting from present position backwards (indicating the name of the employer with full address, post held, salary drawn, period of service, nature of duties etc.). Supporting documents in the form of offer of appointment letter, discharge letter, experience certificate etc. shall be enclosed. <b>Without these documents, experience will not be considered.</b></p>				
Name of the Firm/Company with address	Post held	Service Period		Scale of pay, salary drawn	Nature of duties
		From	To		
<b>(ATTACH SEPARATELY as Annexure – III)</b>					

15	Total number of years of experience	
16	Area of expertise	

17	Details of Research Projects undertaken	
18	Details of Research papers published	
19	Details of Professional membership	
20	Details of membership in National Committees if any	
21	Details of special work carried out if any	
22	Details of Training/Course attended	
23	Details of Seminar/Training/short term courses organized	
24	Details of awards/honours received	
25	Have you executed any bond to present Employer, if so, please give details	



26	If selected, the minimum time required to join the post	
27	Name and address of two persons who have knowledge about your professional experience	1.
		2.
28	Have you ever been detained in Police Custody? If yes, please give complete details thereof.	
29	Whether you have been convicted by any Court of Law? If yes, please give complete details thereof.	
30	Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto.	

**DECLARATION**

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature will be summarily rejected and my employment terminated without notice and compensation.

Place :

Date :

(Signature of the Candidate)

**PART B (To be filled by employees of State/ Central / PSUs etc. only)**

Name of the Organization :

Reference No. :

It is certified that :

1. The date of birth, qualification, experience and other details given by Shri/Smt./Dr. \_\_\_\_\_ as given in Part A of this application for the \_\_\_\_\_ post of \_\_\_\_\_ at Central Power Research Institute have been verified and found to be correct.
2. Integrity of Shri/Smt./Dr. \_\_\_\_\_ is beyond doubt.
3. No vigilance or disciplinary proceedings is either pending or contemplated against the officer.

Signature of the authorized Officer  
(Name & Designation)

Seal of the Officer

Full address of the authorized Officer (Seal)  
Telephone No.



**Higher Qualification**

University	Degree Obtained	Subject	Specialisation	Month	Year	% age	Grade	Rank

(The percentage of marks shall be arrived at taking into account marks of all semesters/years together, i.e., from first to last semester/year)

National Awards  
(Please tick)

 YES

 NO

If Yes, give details:

**Details of Employment:**

Name & Address of the Firm/Company	Designation & Pay Band	Period of Service (DD/MM/YY)		Nature of Duties
		From	To	

**Total Experience:**

**Years:**

**Months:**

**Postal Address:  
(for correspondence)**

**Tele. No.:**  
(with STD code)

**Mobile:**

**Fax:**

**E-mail:**

**SIGNATURE OF THE CANDIDATE**

(Columns not applicable should be struck off)