



**Recruitment**

Advertisement No.CPRI/01/2013

The Central Power Research Institute (CPRI) is a Premier Autonomous Institute under Ministry of Power, Government of India, promoting applied research in Power System Technology Development. 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

Sl. No	Post Name : No. of posts : Reservation category	Essential Education Qualification and Experience	Relevant field(s) of experience	** Upper age limit
01	ACCOUNTS OFFICER <b>(CTC around Rs. 8 Lakhs)</b>  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

\*\* Please see age Relaxation column under General conditions.

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>

**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.

## General Conditions/Instructions

### 1. General

a)	Any of the above eligibility conditions may be relaxed at the discretion of the Institute in deserving cases.
b)	Only Indian Nationals need apply.
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)	Institute reserves the right not to fill up the posts, if it so desires. Number of vacancies indicated is subject to change at the time of selection depending upon the circumstances and reservation may also vary.
e)	<b>Employment in the Institute carries with it All- India transfer liability and presently CPRI has its Units at Bangalore, Bhopal, NOIDA, Hyderabad, Nagpur, Kolkatta and Guwahati.</b>

### 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., 18.03.2013. 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. Total Emoluments

a)	Total emoluments shall consist of Basic Pay, Grade Pay, DA, HRA (or accommodation on payment of license fee subject to availability), Transport Allowance, contribution under New Pension Scheme, etc as per applicable to Central Government employees.
b)	Employees are also eligible for attractive perks like Medical, subsidized canteen, LTC, vacancy based promotion etc.

### 4. Mode of Selection

a)	Mere fulfillment of educational qualification and experience <b>will not entitle a candidate</b> to be called for Written test/Interview. A duly constituted Screening Committee will adopt its own criteria for short-listing the candidates to be called for Written test/ Interview. Only those candidates, who in the opinion of the Institute suit the Institutional requirements, will be called for Written Test/Interview. The candidate should, therefore, mention in the application his/her qualification and experience in the relevant area over and above the minimum prescribed qualification supported with documents. No material information shall be concealed.
b)	Candidate should ensure that he/she possesses the minimum educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
c)	The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualification required for that post.

<b>5.</b>	Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.
<b>6.</b>	The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Written Test/Interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard from any individual or his/her agency.

## 7. How to Apply & Application Fee

a)	Candidates should download the Prescribed Application Form from CPRI website <a href="http://www.cpri.in">www.cpri.in</a> . They should fill in the application form in all respects and attach attested copies of all certificates of educational qualifications, experience etc. together with an application fee (if applicable) of Rs.100/- (Rupees One hundred only) in the form of crossed Demand Draft valid for atleast 3 months, in favour of <b>Chief Administrative Officer, CPRI</b> payable at <b>Bangalore</b> .
b)	Completed application (with requisite attachments) should be sent in an envelope superscribing "Application for the post of Accounts Officer" to the Chief Administrative Officer, Central Power Research Institute (CPRI), Post Box No.8066, Sir. C V Raman Road, Bangalore – 560 080, so as to reach on or before 18/03/2013.
b)	Candidates belonging to SC/ST/PWD category, Women candidates and regular employees of CPRI are exempted from payment of application fee.
c)	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.
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 application (i.e. without photograph, without attested copy of educational certificates/experience certificate(s), unsigned applications, application 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 certificate and mark sheet (year wise) in support of essential qualification and any higher qualification.
d)	Attested copies of relevant experience certificate(s), if any (as claimed in your application)
e)	Demand Draft of Rs.100/-, wherever applicable
f)	Attested copy of Certificate of belonging to OBC/SC/ST/PWD category (in prescribed format and issued by appropriate authority)
g)	No Objection Certificate (applicable to serving Government/Public Sector employees).

Central Power Research Institute  
Post Box No.8066, Prof. Sir. C.V.Raman Road,  
Sadashivanagar Post Office,  
Bangalore – 560 080

**Application for the post of Accounts Officer**

**PART A**

Affix recent passport size Photograph here
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01	Post to which applied	:	
02	Advt. No. & Date ( <i>and name of the newspaper in which appeared</i> )	:	
03	Name in full ( <i>in Block letters</i> )	:	
04	Age and Date of Birth ( <i>Enclose a copy of certificate in support of age</i> )	:	
05	Nationality	:	
06	Father's/Husband's name	:	
07	Address for correspondence ( <i>in Block letters</i> )	:	
08	Permanent Address  Telephone No. (Landline/Mobile) : E-mail ID :	:	
09	Nearest Railway Station from where the candidate is likely to travel for Written Test / Interview	:	
10	Whether belongs to SC/ST/OBC/ PWD ( <i>must be supported by Certificate</i> )	:	
11	<b>Educational/professional qualifications (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:		
	Examination passed	Year and month of passing	Board/ University/ Institution
			% age of Marks (semester wise/year wise)
			Semester/ Year      % of marks
			Class obtained
			Subjects Taken
			Whether marks sheets enclosed (please tick)
			Yes / No

12. 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	
13.	Details of the previous/present employment held, 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.)					
	Name of the Employer with address	Post held	Service Period		Scale of pay, salary drawn	Nature of duties
			From	To		
14	Total number of years of experience					
15	Area of expertise					
16	Have you executed any bond to the present Employer, if so, please give details					
17	If selected, the minimum time required to join the post					
18	Name and address of two persons who have knowledge about your professional experience		1.			
			2.			
19	Have you ever been detained in Police Custody? If yes, please give complete details thereof.					
20	Whether you have been convicted by any Court of Law? If yes, please give complete details thereof.					
21	Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto.					

(Columns not applicable should be struck off)

**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 may be summarily rejected and my employment terminated without notice and compensation.

Place :

Date :

(Signature of the Candidate)

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

**PART B**

**(Only for candidates who are already employed)**

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  
Telephone No.  
Fax No.

## Summary Sheet

Advt. No.:  Name of the Post:

DD No. date & value:

Name of the Bank & place on which DD Drawn

Name of the applicant:  Nationality:

DOB: 

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Age as on 18-03-2013 

Years	Months
<input type="text"/>	<input type="text"/>

Category: (Copy in support of category viz., SC/ST/OBC/PWD/Ex-serviceman shall be enclosed)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SC	ST	OBC	PH	GEN

(Please tick)

Present employment-Central/Union Territory/ State Govt.Armed Forces/PSU's/Others (Specify):

Essential Qualification Grade	University	Subject	Specialisation	Month	Year	% age		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>

Higher Qualification								
Qualification	University	Subject	Specialisation	Month	Year	% age		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>

(The % age 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
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 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	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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)