



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/04/2022

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 Organisations/ Statutory Bodies** for filling up of anticipated vacancy in the following post by **Deputation**. The place of posting is at **Bangalore**.

Name of the post	No. of post falling vacant on 30.06.2022
Chief Administrative Officer (Ordinary Grade)	1

EDUCATIONAL QUALIFICATION, EXPERIENCE for Deputation -

Name of the Post	Educational qualification	Experience prescribed for deputation
Chief Administrative Officer(Ordinary Grade)	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)	(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.

CPRI reserves the right to fill up the post or cancel the advertisement.

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.

The crucial date for determination of eligibility of applicants for the post will be the date of occurrence of vacancy i.e.30.06.2022.

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.

Bio-data of the eligible and willing candidates may be **forwarded through proper channel** as per the format available in CPRI website <https://cpri.res.in/> along with below documents/Certificates **within 30 days from the date of advertisement of this vacancy in the Employment news/Rojgar Samachar.**

1. Self-attested copies of relevant education qualification (Matriculation/SSC, Degree Certificates, Mark sheets etc.) and experience.
2. Integrity certificate & Vigilance clearance certificate
3. Certificate showing that no major/minor penalty was imposed during last 10 years.
4. Annual Confidential Reports/APARs for the last 5 Years duly attested by the Competent Authority/Head of the Department.

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)”**. Application received after the closing date or without the prescribed documents/information 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**
