

Sub : Filling up of the post of Manager (Finance & Administration) in the pay scale of Rs. 15600-39100+7600 (GP) on deputation on Foreign Service basis.

- 1- **Name of the post :** Manager (Finance & Administration)
- 2- **Pay Scale of the post :** 15600-39100+7600 (GP)
- 3- **Number of Post :** One
- 4- **Eligibility criteria :** Second Class Post Graduate Degree from recognized University
- 5- **Desirable Qualifications :** M.B.A. or equivalent from recognized University/C.S/C.A./ICWA
- 6- **Age Limit :** Not more than 55 years
- 7- **Experience :** Minimum 5 year experience in the pay band Rs. 15,600-39100+ 6600 GP or equivalent post. The candidate should have thorough knowledge of handling of Financial and Budgetary matter. Establishment, Legal, Civil works, Accounts, Purchase, Store, Security and Vigilance procedure/rules with working knowledge of Computer. Experience in organizing meetings and preparing agenda note and minutes thereof.

Applications are invited from suitable candidates from Central/State Government holding the post in the Pay band Rs. 15600-39100+6600 GP or equivalent post in Autonomous body/Public Sector Undertaking/University/recognized scientific institution on deputation basis initially for a period of three years, which may be curtailed or extended up to a maximum period of 5 years at the discretion of the Competent Authority of the Institute.

The eligible persons who are willing to be considered for appointment to the said post and can be relieved immediately on their selection may please be sent their application to the Director, Central Pulp & Paper Research Institute, Post Box No. 174, Himmat Nagar, Paper Mill Road, Saharanpur - 247001 (UP) within 60 days from the date of issue of this Advt. While forwarding the application the required certificates as given in Annexure-II may also be furnished.

The Copies of C.R. Dossires of the applicants for the last 5 years duly attested by a Gazetted Officer along with vigilance/disciplinary clearance may be forwarded along with the application.

Applications received directly or without C.R. Dossires will NOT be entertained.

(To be filled by the office of the Candidate) ANNEXURE-II

This is to certify that Shri/Smt.....is working as.....in the Office/department. He/She is drawing a basic pay of Rs.....in the pay band of Rs.....with effect from.....This is also to certify that:-

1. His/Her integrity as per the records available in this office is beyond doubt.
2. There is no vigilance case either pending or contemplated against Shri/ Smt.....He/She is clear from the view of vigilance angle.
3. Minor/Major penalty has neither been imposed nor contemplated against him/her.
4. In the event of his/her selection to the post of.....he/she will be relieved within one month of the intimation of the selection of the candidates.
5. Attested copies of C.R. for the past.....years are enclosed.

Dated:

Place:

**Signature of the Employer/Head of
Office/ Head of Department
(Office Seal)**