केंद्रीय लुग्दी एवं कागज़ अनुसंधान संस्थान
Central Pulp & Paper Research Institute
(उद्योग संवर्धन और आंतरिक व्यापार, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An Autonomous Organization under DPIIT, Ministry of Commerce & Industry, Govt. of India
हिम्मत नगर, पेपर मिल रोड़, सहारनपुर (उत्तर प्रदेश) – 247001
Himmat Nagar, Paper Mill Road, Saharanpur (UP) – 247001
Website : www.cppri.res.in ✉ director@cppri.res.in

Date : 23 October, 2026

VACANCY NOTICE

ADVERTISEMENT No. 05/2026

Central Pulp & Paper Research Institute (CPPRI), Saharanpur invites application from the aspiring and eligible candidates for filling up following vacant posts:-

Manager (F&A)	– 01 Post (UR)	PML – 12 (₹ 78800 – 209200)	Direct Recruitment
Section Officer	– 01 Post	PML – 08 (₹ 47600 – 151100)	On Deputation

The qualification & experience and other terms & conditions as mentioned in the detailed advertisement hoisted in the Institute's website (www.cppri.res.in).

Last date for submission of application for the above posts is 45 days from the date of publication of this advertisement in Employment News. Applications from North-East Region / Andaman Nicobar Islands are given an extra time of 10 days from the last date of submission of applications.

23/10/26
(डॉ. अरविंद कुमार शर्मा)
लिंक प्रशासनिक अधिकारी
CPPRI, सहारनपुर

केंद्रीय लुग्दी एवं कागज़ अनुसंधान संस्थान
Central Pulp & Paper Research Institute
(उद्योग संवर्धन और आंतरिक व्यापार, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
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Himmat Nagar, Paper Mill Road, Saharanpur (UP) – 247001
Website : www.cppri.res.in director@cppri.res.in

Date : October , 2026

रिक्ति सूचना/VACANCY NOTICE
विज्ञापन क्रमांक/ADVERTISEMENT No. 05/2026

Central Pulp & Paper Research Institute invites applications for the following post on regular basis as per the details of eligibility criteria mentioned below:

1.	**Post**	**Manager (Finance & Administration)**
	No. of post	01 (one) on Direct Recruitment basis.
	Scale of pay	Pay Matrix Level – 12, (₹ 78800 – 209200/-) (Pre revised ₹ 15,600-39,100/- plus ₹ 7,600/- Grade Pay)
	Category	General
	Eligibility Criteria: **a) Qualification :**	
	Essential	2nd Class Post Graduate Degree from recognized University
	Desirable	MBA or equivalent from recognized University / CS / CA / ICWA.
	b) Experience	Minimum of 15 years experience, out of which 5 years experience, should be in the Pay Matrix Level–11 (₹67,700 – 2,08,700/-) (pre-revised ₹15,600 – 39,100/- plus ₹6,600/- Grade Pay) in a Central / State Government or equivalent post in Autonomous body / Public Sector Undertaking / University / Recognized scientific institution. Thorough knowledge of handling of Financial and Budgetary matter, Establishment, Legal, Civil Works, Accounts, Purchase, Stores, Security and Vigilance procedure / Rules with working knowledge of Computer. Experience in organizing meetings and preparing agenda note and minutes thereof.
	c) Age Limit	Not more than 50 years. In case of departmental candidates otherwise qualified, age may be relaxed as per Government rules i.e. number of years of service the individual has put in lower grade will be reduced from the age of departmental candidates. The date for determining the age limit shall be the closing date prescribed for receipt of the applications.

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2.	Post	Section Officer
	No. of post	01 (one) on **Deputation basis.**
	Scale of pay	Pay Matrix Level – 8 (₹ 47,600 – 1,51,100/-) (Pre revised Pay ₹ 9,300-34,800 plus ₹ 4,800/- Grade Pay)
	Eligibility Criteria: a) **Qualification:** Essential	Second class Bachelor Degree from recognized University with 6 months certificate course in Computer Application.
	b) **Experience**	5 (five) Years experience in the Pay Matrix Level – 6 (₹ 35,400 – 1,12,400/-) (Pre-revised ₹9,300-34,800 plus ₹4,200/- Grade Pay) in the Central/ State Government or equivalent post in Autonomous Body/Public Sector Undertaking/recognized Scientific Institution/University in Administration/ Finance & Accounts/Store/Purchase department.
	c) **Age Limit**	Not more than 56 years as on the closing date prescribed for receipt of applications for deputation.
	Period of deputation	Initially 03 years, this may be extended up to maximum 05 years on the basis of performance.

NATIONALITY: Only Indian Nationals are eligible.

GENERAL CONDITIONS:

1. The post carries usual allowances i.e. DA, House Rent Allowance, Transport Allowance, Children Education Allowance, Leave Travel Concessions, Gratuity, NPS applicable to the Institute from time to time as per Central Government Rules and benefits like Medical Facilities as per Institute's rules.
2. The crucial date for determining the upper age limit, qualification and experience shall be the prescribed closing date of receipt of applications.
3. All corrigendum / addendum / details / communication with regards to this advertisement, if any, will be published on the Institute's website. Therefore, the aspiring candidates are advised to be in touch with the Institute website.
4. Outstations candidates called for interview will be paid to and fro 2nd class rail or bus fare by the shortest route.
5. Interim queries will not be entertained.
6. Canvassing in any form and / or bringing influence political or otherwise will be treated as disqualification for the post applied for.
7. Degree/Diplomas/Certificates in support of educational and professional qualification conferred / awarded by the University / Boards / Institutions constituted through an Act of Central or State Govt. or recognized by the Central or State Govt. / UGC for this purpose will only be considered. In case a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to furnish order / letter in this regards, indicating the Authority under which it has been so treated. The Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate.
8. Mere fulfilling the eligibility criteria does not confer any right of call for Interview for appointment to the candidate. Institute may fix up any bar for short listing the candidate depending upon the number of applications received.
9. Director, CPPRI reserves the right in all matters relating to eligibility, acceptance or rejection of any applications or to hold / scrap the process of recruitment against this advertisement at any

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stage, if circumstances required to do so, deciding the mode of selection and conduct of examination/skill test/Interview (if needed). The decision of Director, CPPRI will be final and binding upon the candidates without any obligation thereof. No query or correspondence will be entertained in this connection from any individual / candidate.

10. Candidates must ensure that he/she fulfils the eligibility criteria as stipulated in the advertisement before filling out the application.
11. Candidates are advised to keep a copy of their application form for future reference.
12. CPPRI reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason(s).
13. Please note that all particulars mentioned in the application including Name of candidate, Category, Date of Birth, Post applied for, address, Mobile No. E-mail ID, etc. will be considered final and no change/modification will be allowed after submission. Candidates have to fill the application with the utmost care.
14. The Institute will not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to this advertisement. If it is found at a later date/stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
15. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
16. The Institute reserves the right to withdraw any advertised post at any time without assigning any reason and also to fill or not fill the posts advertised. The Institute also reserves the right to increase/decrease the number of the posts so advertised.
17. For the candidates who have submitted experience certificate from PSU/ Autonomous bodies if their pay scales are different from the 7th CPC pay scales, it is their responsibility to submit equivalence certificates for consideration of their experience. Otherwise, their experience may not be considered.
18. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of the offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
19. It may be noted that candidature will remain provisional till the veracity of the concerned documents is verified by the Institute.
20. Qualification and experience of the relevant field alone will be considered.
21. The experience claimed must be supported by legitimate documents for candidates in the Central/State Government / Autonomous Body / Public Sector Undertaking / recognized Scientific Institution/ University
22. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
23. All correspondence will be made by the Institute through e-mail only on the e-mail ID given by the candidates.
24. For any updates, please visit the Institute website regularly, for subsequent amendments, if any, in the advertisement and for results.
25. The candidates are advised / required to visit the Institute website www.cppri.res.in regularly. The list of candidates shortlisted for further participation in the selection process i.e. Interview will be displayed on the above website. No correspondence whatsoever will be entertained from candidates regarding the reason for not being called for the Interview.
26. Candidates shortlisted for interview will have to produce original documents for verification in support of their application regarding educational qualification, experience, and other claims.
27. CPPRI reserves the right to restrict the number of candidates to be called for Interview by short listing the applications based on higher benchmarks or criteria as may be decided by the Institute.

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28. In case after appointment, any information given/declared by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
29. Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require before joining CPPRI service as per the Government of India norms.
30. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Saharanpur (UP) only.
31. CPPRI may retain the applications so received from candidates available only for a limited period of six (06) months after completion of the recruitment process i.e. the issuance of an offer letter to the selected candidates.
32. Screening Committee can exercise discretion regarding fulfilment of experience criteria in the specified pay level and equivalence of pay level.
33. If the number of candidates is too large, considering the number of vacancy to be filled for a particular post, the Institute reserves the right to short list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.

SPECIFIC CONDITIONS FOR DIRECT RECRUITMENT:

1. Application form appended at Annexure-'A' be used for direct recruitment.
2. No person who has previously been dismissed from service or compulsorily retired from the service of any Department of the Central or State Government, Public Sector Undertaking, autonomous institution, or any other government body shall be eligible for appointment.
3. No person shall be eligible for appointment who has been convicted in a Court of Law for any offense involving moral turpitude.
4. **No person** - (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, **shall be eligible for appointment to the service; provided that** the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this provision. Candidates shall be required to furnish a declaration regarding their marital status and compliance with the applicable rules relating to plural marriage at the time of appointment.
5. Appointment of candidates shall be as per the Institute's Recruitment Rules (as applicable on that date) and Govt. of India instructions from time to time and will be subject to their being found medically fit and the verification of character & antecedents and cast, wherever applicable.
6. Verification of the documents submitted by the selected candidates, wherever required, shall be carried out in accordance with the latest instructions issued by the Government of India from time to time.
7. A non-refundable **Application Fee** of ₹ 590/- (Five hundred ninety only) (₹ 500/- plus 18% GST) in the form of Demand Draft in favour of Central Pulp & Paper Research Institute, payable at Saharanpur. Candidates belonging to SC/ST/PwBD/Women category are exempted from payment of application fee.
8. The application form should be routed through the proper channel, along with Vigilance Clearance, APARs for the last five years, and an Integrity Certificate, wherever applicable.
9. All applicants are required to carefully go through the General Conditions, How to Apply, Selection Process and Probation Period as mentioned this advertisement, which shall be binding and applicable, as the case may be.

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SPECIFIC CONDITIONS FOR DEPUTATION:

1. Application form appended at Annexure-'B', be used for deputation.
2. Appointment on deputation will be on Foreign Service terms for a period of 03 years initially, that may be extended up to maximum 05 years on the basis of performance. The pay of officer selected for deputation will be regulated in accordance with the provisions prescribed by the Government of India from time to time.
3. The post carries the pay and allowances at Central Government rates.
4. Advance copy of applications may be sent to the Institute by the candidates in the prescribed proforma. However, only those applications will be considered which are complete in all aspects and forwarded through proper channel.
5. The Department is required to forward the applications of those candidates who can be relieved immediately.
6. The Forwarding Authority while forwarding their applications should give / furnish the following certificate/ documents:
    a. Certified that the Information furnished in the application are correct from the service records of the candidates and found correct.
    b. Certified that no vigilance or disciplinary case is either pending or being contemplated.
    c. Certified that no minor / major penalty has been imposed on him/ her during the last ten years.
    d. Certified that no court case against him is pending in any court of law.
    e. Annual Performance Assessment Report (APAR) dossier for last 5 years.
    f. Cadre Clearance Certificate (as applicable).
    g. Integrity Certificate
7. The concerned department/authority should also be confirmed that in the event of selection for the appointment, the officer concerned will be relieved of his duties on an immediate basis. The integrity of the officer should also be certified.
8. Applications not forwarded through Proper Channel will not be considered.
9. All applicants are required to carefully go through the General Conditions, How to Apply, and Selection Process as mentioned this advertisement, which shall be binding and applicable, as the case may be.

HOW TO APPLY:

a) Eligible interested candidates may submit their applications in the prescribed format (as provided hereinafter) duly affixed with a PP size photograph, together with all relevant self attested testimonials in support of their eligibility **within 45 days from the date of publication of this advertisement in the Employment News.** Applications from North-East Region / Andaman Nicobar Islands are given extra time of 10 (ten) days from the last date for submission of applications. Cover of the Application may be super scribed with the post applied for and addressed to the **Director, Central Pulp & Paper Research Institute, Himmat Nagar, Paper Mill Road, Saharanpur (UP), Pin Code 247001** through registered post / speed post.

b) Applicants those are in employment in Govt. / Autonomous bodies / PSUs etc. must send their application through proper channel / NOC with due clearances. However, they may also send an advance copy of the application directly.

c) Applications received which are not in accordance with the above manner and / or incomplete by any means as stated above and / or received after the stipulated due date will be summarily rejected without assigning any reason and no correspondence will be entertained in this regard.

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SELECTION PROCESS:

(a) The selection will be based on interview.
(b) In case where more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the following criteria, one after another, as applicable till be tie is resolved:
   (i) Date of Birth: - Older candidates are placed higher on the merit list.
   (ii) Alphabetical order (English Language) in which the names of the candidates appear.

PROBATION PERIOD (ONLY FOR DIRECT RECRUITMENT):

The Employee shall be on probation for a period of **two (2) years** from the date of commencement of employment. During the probation period, the Employee's performance, conduct, and suitability for the position shall be evaluated by the Employer. The Employer reserves the right to extend the probation period, if deemed necessary and subject to applicable law.

During the probation period, either party may terminate the employment by giving **one (1) month's written notice** or payment in lieu of such notice, in accordance with applicable law.

Upon successful completion of the probation period, the Employee's employment shall be confirmed in writing by the Employer.

If an employee applies for or seeks employment with any other employer, the Employer shall neither issue a **No Objection Certificate (NOC)** to the employee nor forward the employee's application through the proper channel during employee's probationary period.

DATE OF INTERVIEW:

The date, time, and venue of the interview will be given in the Call-Up Letter, which will be sent to the registered e-mail IDs of the candidates and also dispatched through Speed Post/Registered Post. All the candidates should clearly mention their address in their application. Candidates must print the Call-up letter and carry it for appearing in the interview. Valid Original Photo ID issued by the Govt. of India i.e. Aadhar Card, Voter ID Card, Driving Licence, Passport, Office I-Card issued by any Govt. Organization (as mentioned in the application form) is mandatory with the Call-up letter to appear for an interview. Mere issue of Call-up letter to the candidates will not imply that their candidature has been finally accepted by CPPRI.

संपर्क करें/Contact us:

केंद्रीय लुग्दी एवं कागज़ अनुसंधान संस्थान हिम्मत नगर, पेपर मिल रोड़, सहारनपुर (उ.प्र.)–247001 Central Pulp & Paper Research Institute Himmat Nagar, Paper Mill Road, Saharanpur (UP)-247001	Website : www.cppri.res.in E-mail : director@cppri.res.in

23/20/26
(डॉ. अरविंद कुमार शर्मा)
लिंक प्रशासनिक अधिकारी
CPPRI, सहारनपुर

Annexure-'A'

CENTRAL PULP & PAPER RESEARCH INSTITUTE, SAHARANPUR

FORMAT OF APPLICATION (DIRECT RECRUITMENT)

AGAINST ADVERTISEMENT No. 05/2026

POST APPLIED FOR :

PP size photograph duly signed across.

1. Name of the candidate (in Block letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. a) Correspondence address with e-Mail ID and Contact No. :

   b) Permanent address :

5. Category :
6. Valid photo ID & its No. :
7. **Academic & Professional qualifications:**

Exam Passed	Board/University	Year of passing	% of marks	Division

8. Experience :

Name & address of employer	Post held	Scale of Pay & Emoluments drawn	Period		Jobs performed
			From	To	

9. Working knowledge of Computer : Yes / No

Contd ... 2

10. Details of trainings undergone :

11. Details of application fee (if applicable) :

12. Name, Designation of the person and his/her relationship with the applicant of any blood relative, if employed in CPPRI :

14. Any other information :

UNDERTAKING

I. ..... son/daughter/wife of .... hereby undertake and declare that, the details furnished by me (i.e. Age / Address / Educational & Professional qualification / Trainings undergone / experience / any other info etc.) on the basis of which I am applying for the post of ..... in Central Pulp & Paper Research Institute, Saharanpur, are true to the best of my knowledge and belief. I also undertake that, in case, any details submitted by me is found to be false or any concealment of fact at my end, is found at any stage of recruitment process or after my appointment, my candidature / appointment shall be liable to be rejected and / or cancelled. I also understood that I shall be liable for criminal / legal action for producing any of false details / documents etc.

Date :

Place :

Signature of candidate.....

Name of candidate .....

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Note :

1) Please attach additional paper if the space is found insufficient for mentioning required details with respect to Academic & Professional qualification, experience, trainings undergone etc.
2) Please sign all the pages of application.

Annexure-'B'

CENTRAL PULP & PAPER RESEARCH INSTITUTE, SAHARANPUR

FORMAT OF APPLICATION (DEPUTATION) AGAINST ADVERTISEMENT No. 05/2026

POST APPLIED FOR :

PP size photograph duly signed across.

1. Name (in block letters) :
2. Father's Name :
3. Spouse Name :
4. Date of Birth :
5. Name & Address of present office :
6. Date of entry into service :
7. Current Post :
8. Date of Retirement under Central/State Govt. Rules :
9. Correspondence address :
10. Mobile No. : Alternate Mob. No.:
11. E-mail ID :
12. Educational qualifications:
    (a) Starting from highest qualification to lowest. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Exam Passed	Board/University	Year of passing	% of marks	Division

(b) Details of training programme attended:

Sl.No.	Details of Training Programme	Year of participation

13. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent :

Contd ... 2..

14. Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)

Ministry/Department	Post held on regular basis	From	To	Pay Band & Grade Pay/ Pay Matrix Level	Nature of duties (in detail)

15. In case the present employment is held on deputation/Contract basis, please state:
    (a) The date of initial appointment on deputation/ Contract :
    (b) Period of appointment on deputation/Contract :
    (c) Name & address of the parent Office/Organisation to which applicant belongs. :

16. Additional details about present employment. Please state whether working under:
    (a) Central Govt. / State Govt. :
    (b) Autonomous Body :

17. Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern of IDA pattern or grade pay equivalent to CDA Pattern) :

18. Addition information, if any, which applicant would like to give in support of his/her suitability for the post. (In case of insufficient space, please attach separate sheet duly signed by the applicant.) :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the prescribed form duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date :

Place :

Signature of candidate .....

Name of candidate .....

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses education qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

Also certified that:

a) Shri/Smt..... holds a permanent post of .....under the ..... since.....

b) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt..... ..... during last 10 years.

c) The integrity of Shri/Smt..... is certified and beyond doubt.

d) His/Her CR Dossier in original are enclosed/photocopies of the APARs for the last 5 years, duly attested, by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

e) Cadre Clearance Certificate is enclosed.

f) No major/Minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Date :

Place :

Countersigned

(Employer/Cadre Controlling Authority with seal)