

**CENTRAL PULP & PAPER RESEARCH INSTITUTE  
ADMINISTRATION AND FINANCE & ACCOUNTS SERVICE  
(RULES), RECRUITMENT AND PROMOTION SCHEME**

(Effective from the date of approval of Council of Association  
of the Institute)



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान  
**Central Pulp & Paper Research Institute**

(An autonomous organization registered under societies act under the  
administrative control of Ministry of Commerce & Industry, Department of  
Industrial Policy & Promotion, Govt. of India  
Post Box No. 174, Paper Mill Road, Himmat Nagar  
**SAHARANPUR-247001 (U.P.) INDIA**  
Phone: EPABX (0132) 2714060, 2714061, 2714062  
FAX: (0132) 2714052, 2714054

**Central Pulp & Paper Research Institute Administration and  
Finance & Accounts Service (Rules), Recruitment and  
Promotion Scheme**

**INDEX**

S.No	Contents		Page No.
1	Part-I	<b>GENERAL</b>	1
2	Part- II	<b>PAY BAND, PAY SCALE AND GRADE PAY</b>	3
3	Part-III	<b>RECRUITMENT AND PROMOTION SCHEME</b>	
		<b>Section -I</b> Recruitment Rules for Director	4
		<b>Section-II</b> A. Recruitment Rules for Manager (Finance & Administration)	5
		B. Recruitment & Promotion Rules for Administrative Officer	6
		<b>Section-III</b> Recruitment & Promotion Rules for Section Officer, Assistant, Accountant, Personal Assistant, Stenographer, Receptionist-cum-Operator, Jr. Assistant, Lower Division Clerk, Driver and Peon	7
4	Part-IV	<b>Miscellaneous</b>	14

## **PART- I GENERAL**

In exercise of power conferred under the Rules & Regulations and By-laws of the Central Pulp & Paper Research Institute (CPPRI), the Council of Association of the Institute formulates the following Recruitment & Promotion Scheme for Administration and Finance & Accounts Staff of Central Pulp & Paper Research Institute.

### **1. SHORT TITLE & ENACTMENT:-**

- a. These Rules shall be called the Central Pulp & Paper Research Institute Administration and Finance & Accounts Service Recruitment & Promotion Rules 2009.
- b. These rules shall apply to all Administration and Finance & Accounts posts including the post of Director.
- c. These rules shall come into force with effect from the date of approval of Council of Association of the Institute.

### **2. DEFINITIONS:-**

In these rules, unless the context otherwise requires:-

- a. "Controlling Authority" means the Council of Association of the Institute, and the powers of the Controlling Authority shall be exercised by the Director, Central Pulp & Paper Research Institute except for the post of Director or by such officer as may be so authorized by the Council of Association of the Institute from time to time for a specific category of posts. For the post of Director, Council of Association of the Institute shall be the Controlling Authority.
- b. "Appointing Authority" means Council of Association of the Institute and powers of Council of Association shall be exercised by the Director in respect of all posts except for the post of Director or by such officer as may be so authorized by the Council of Association of the Institute from time to time for a specific category of posts. For the post of Director Govt. of India shall be the Appointing Authority.
- c. "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.
- d. "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
- e. "Permanent Staff" means the holder of a post in the CPPRI against a permanent post.
- f. "Director" means Director of Central Pulp & Paper Research Institute.
- g. "Institute" means Central Pulp & Paper Research Institute.

### **3. SCOPE:-**

The Central Civil Services (Classification, Control and Appeal) Rules, and the Central Civil Services (Conduct) Rules, for the time being in force, shall apply so far to the staff of Administration and Finance & Accounts Service including Director of the Institute, subject to the modification that:



- (i) Reference to the "President" and "Government Servant" in the Central Civil Services (Classification, Control and Appeal) Rules, shall be construed as reference to the "Council of Association of the Institute" and "staff of Administration and Finance & Accounts including Director in the Service of the Institute" respectively.
- (ii) Reference to "Government" and "Government Servant" in the Central Civil Services (Conduct) Rules, shall be construed as reference to the "Council of Association of the Institute" and "staff of Administration and Finance & Accounts including Director in the service of the Institute" respectively.
- (iii) In regard to all matters concerning service conditions of staff of Administration and Finance & Accounts including Director in the service of the Institute, the Fundamental and Supplementary Rules framed by the Government of India and such other rules and orders issued by the Government of India from time to time shall apply to the staff of Administration and Finance & Accounts including Director in the service of the Institute except to the extent of any provision approved under these rules.
- (iv) The Institute may establish and maintain superannuation schemes for the benefit of Administration and Finance & Accounts staff including Director with prior approval of Government. Age of superannuation in respect of PB-4, PB-3, PB-2, PB-1 and 1S (earlier Group A,B,C &D) of Administration and Finance & Accounts staff including Director is 60 years as amended by Govt. of India, Ministry of Commerce & Industry, Deptt. of Industrial Policy & Promotion vide letter No. 9(6)2008-Paper dated 25<sup>th</sup> September, 2008 and as amended by the Government of India from time to time.
- (v) Notwithstanding anything contained in these Services Rules, the Council of Association of the Institute shall have the powers to amend the rules or to relax the requirement of any rules to such extent and subject to such conditions as it may consider necessary.

#### **4. PROMOTION POLICY:**

There shall be vacancy based promotion in Administration and Finance & Accounts service in the Institute.

#### **5. RECRUITMENT POLICY:**

The post(s) in Administration and Finance & Accounts service except for the post of Director, Stenographer, Receptionist-cum-Operator, Lower Division Clerk, Driver and Peon shall be filled in by promotion, failing which by deputation, failing both by direct recruitment through open advertisement from amongst candidates possessing age, essential educational qualifications, experience and desirable qualifications prescribed for the post(s).

**6. SCHEDULE OF POSTS:-** The Institute shall maintain at all times Schedule of posts in the each category as:-

- i) Total number of posts
- ii) The number of such posts which are permanent
- iii) The number of such posts which are temporary
- iv) The number of such posts which are filled in
- v) The number of such posts which are vacant
- vi) Details of all sanctioned posts with Designation, Pay Band, Pay Scale and Grade Pay

**PART- II**  
**PAY BAND, PAY SCALE AND GRADE PAY**

Pay Band, Pay Scale and Grade Pay for posts for Administrative and Finance & Accounts Service including Director shall be as given below:-

S.No.	Designation	Pay scale (Pre-revised) (Rs.)	Pay Band	Pay Scale (Rs)	Grade Pay (Rs.)
1	Director	18,400-22,400	PB-4	37,400-67,000	10000
2	Manager (Finance & Administration)	12,000-16,500	PB-3	15,600-39,100	7600
3	Administrative officer	10,000-15,200	PB-3	15,600-39,100	6600
4	Section officer	6,500-10,500 Revised w.e.f. 1.1.2006 as 7,500-12,000 8,000-13,500 (on completion of four years)	PB-2 PB-3 (on completion of four years)	9,300-34,800 15,600-39,100	4800 5400
5	Assistant	5,500-9,000	PB-2	9,300-34,800	4200
6	Accountant	5,500-9,000	PB-2	9,300-34,800	4200
7	Personal Assistant	5,500-9,000	PB-2	9,300-34,800	4200
8	Stenographer	4,000-6,000	PB-1	5,200-20,200	2400
9	Receptionist -cum- Operator	4,000-6,000	PB-1	5,200-20,200	2400
10	Jr. Assistant	4,000-6,000	PB-1	5,200-20,200	2400
11	Lower Division Clerk	3,050-4,590	PB-1	5,200-20,200	1900
12	Driver	3,050-4,590	PB-1	5,200-20,200	1900
13	Peon	2,550-3,200	-1S	4,440-7,440	1300



**PART - III**  
**RECRUITMENT AND PROMOTION SCHEME**

**Section-I**

**RECRUITMENT RULES FOR DIRECTOR**

A. **DIRECTOR: Pay scale (Pre revised 18,400-22,400), Revised 37,400-67,000 plus 10,000 GP:**

**1. Essential qualifications:-**

- (i) **Educational Qualifications:** Doctorate Degree with I<sup>st</sup> Class Post Graduate in any branch of Science/Engineering.
- (ii) **Experience:** 15 years relevant experience out of which five years experience in a senior position in the pay scale of (Pre-revised 16,400-20,000) Revised 37,400-67,000 plus 8,900 GP or analogous post as Departmental Head in Production or Engineering or Research or Project Planning in Pulp & Paper Mill or in a reputed Research Institute in Pulp & Paper Technology in India or abroad.

**2. Desirable Qualifications/experience:**

- a) Experience as chief of similar research organization in an industrial complex or reputed research establishment in pulp & paper.

**3. Age limit for direct recruitment:** Not more than 55 years. For departmental candidates the age is relaxable up to 58 years. The date for determining the age limit shall be the closing date prescribed for receipt of the applications.

**4. Mode of Recruitment:** Direct Recruitment/Deputation

Director shall be appointed by Govt. of India.

## Section-II

### A. RECRUITMENT RULES FOR MANAGER (FINANCE & ADMINISTRATION)

MANAGER (FINANCE & ADMINISTRATION): Pay Scale (Pre revised 12,000-16,500), Revised 15,600-39,100 plus 7,600 GP:

#### 1. Essential Qualifications.

- i) **Educational Qualification:** Second Class Post Graduate Degree from recognized University.
- ii) **Experience:** Minimum of 15 years experience, out of which 5 years experience, should be in the scale of (Pre-revised 10,000-15,200) revised 15,600-39,100 plus 6,600 GP in a Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution/Private Sector. 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.

2. **Desirable Qualifications:** M.B.A or equivalent from recognized University/C.S/C.A/ICWA

3. **Age limit for direct recruitment:** 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.

#### 4. Mode of Recruitment:

- a) Appointment to this post shall be made by promotion from amongst candidates of the institute possessing prescribed qualification for the post and have rendered not less than 5 years service in the pay scale of (Pre-revised 10,000-15,200) revised 15,600-39,100 plus 6,600 GP on the basis of seniority subject to the rejection of unfit and on the recommendation of Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method, the appointment to this post shall be made by deputation of officer from Central/State Government working in the pay scale of (Pre-revised 10,000-15,200) revised 15,600-39,100 plus 6,600 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, the appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.



## **B. RECRUITMENT AND PROMOTION RULES FOR ADMINISTRATIVE OFFICER**

**ADMINISTRATIVE OFFICER: Pay Scale : (Pre revised 10,000-15,200), Revised 15600-39100 plus 6600 GP:**

### **1. Essential qualifications:**

- i) **Educational Qualification:** Second Class Bachelor degree from recognized university.
- ii) **Experience:** 5 years service in the pay scale of (Pre-revised 8,000-13,500) revised 15,600-39100 plus 5,400 GP or 8 years experience in the scale of (Pre-revised 7,500 – 12,000) revised 9,300-34,800 plus 4,800 GP in a Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/University/recognized scientific institution/Private Sector in administration such as recruitments, promotion/assessment policy of Scientific/Technical & Administrative staff, Administrative Vigilance, Legal, Personnel, Security & Estate matters and Stores & Purchase and well conversant with Central Government Rules & Regulations with working knowledge of Computer.

### **2. Desirable qualification:** MBA or equivalent from recognized university/CS.

**3. Age limit for direct recruitment:** Not more than 45 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.

### **4. Mode of Recruitment:**

- a) Appointment to this post shall be made by promotion from amongst Section Officers who have rendered not less than 8 years service in that grade on the basis of seniority subject to the rejection of unfit and on the recommendation of Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method the appointment to this post shall be made by deputation of officer from Central/State Government having 5 years service in the pay scale of (Pre revised 8,000-13,500) revised 15,600-39,100 plus 5400 GP or 8 years service in the scale of (Pre-revised 7,500-12,000) revised 9,300-34,800 plus 4,800 GP or equivalent post in Autonomous body/Public Sector Undertaking/ University/recognized scientific institution possessing above qualifications, experience and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualification, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.



### Section-III

#### RECRUITMENT AND PROMOTION RULES FOR SECTION OFFICER, ASSISTANT, ACCOUNTANT, PERSONAL ASSISTANT, STENOGRAPHER, RECEPTIONIST-CUM-OPERATOR, JUNIOR ASSISTANT, LDC, DRIVER AND PEON.

A. SECTION OFFICER Pay Scale (Pre-revised 7,500-12,000), Revised 9,300-34,800 plus 4,800 GP for four years and on completion of four years (Pre-revised 8,000-13,500), Rs.15,600-39,100 plus 5,400 GP:

##### 1. Essential Qualifications.

- i) **Educational Qualifications:** Second class Bachelor degree from recognized university with 6 months certificate course in Computer Application.
- ii) **Experience:** Minimum 5 years experience in Administration/Finance & Accounts/ Store/ Purchase in the pay scale of (Pre-revised 5,500-9,000), revised 9,300-34,800 plus 4,200 GP in the Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/recognized scientific institution/University/Private Sector.

2. **Age limit for direct recruitment:** Not more than 35 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.

##### 3. Mode of recruitment:

- a) Appointment to this post shall be made by promotion from amongst Assistants/Accountants who have rendered not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method the appointment to this post shall be made by deputation of staff from Central/State Government working in the pay scale of (Pre-revised 5,500-9,000) revised 9,300-34,800 plus 4,200 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.



**B. ASSISTANT: Pay Scale ( Pre revised 5,500-9,000), Revised 9,300-34,800 plus 4,200 GP:**

**1. Essential Qualifications:**

- i) **Educational Qualifications:** Second Class Bachelor Degree from a recognized university with one year Certificate/Diploma in Computer Application.
- ii) **Experience:** 5 years experience in Central/ State Government in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous body/ Public Sector undertaking/Private Sector/recognized scientific institution/University in Administration/ Purchase /Stores/Accounts.

**2. Desirable Qualification:** Candidates having certificate in Personnel management/ Marketing management/Material Engineering/Material Management.

**3. Age limit for direct recruitment:** Not more than 30 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.

**4. Mode of recruitment:**

- a) Appointment to this post shall be made by promotion from amongst Jr. Assistants who have rendered not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendation of the Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method, appointment to this post shall be made by deputation of staff from Central/State Government working in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

**C. ACCOUNTANT: Pay Scale (Pre revised 5,500-9,000), Revised 9,300 34,800 plus 4,200 GP:**

**1. Essential Qualifications:**

- i) **Educational Qualifications:** Second Class Bachelor Degree in Commerce from a recognized university and Certificate/Diploma in Computer Application of minimum one year duration.
- ii) **Experience:** 5 years experience in Central/State Government in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous Body/Public Sector Undertaking/University/recognized scientific



institution/Private Sector. Knowledge of finance & accounts procedure of Government of India.

**2. Age limit for direct recruitment:** Not more than 30 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.

**3. Mode of recruitment:**

- a) Appointment to this post shall be made by promotion from amongst Jr. Assistants who have completed not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method, appointment to this post shall be made by deputation of the staff from Central/State Government working in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

**D. PERSONAL ASSISTANT: Pay scale (Pre-revised 5,500-9,000), Revised 9,300-34,800 plus 4,200 GP:**

**1. Essential Qualifications:**

**i) Educational Qualifications:**

- a) Second Class Bachelor degree from recognized university, having stenographic speed of 120 w.p.m. in English/Hindi shorthand and 40 w.p.m. in typing in English/Hindi.
- b) One year Certificate/Diploma in Computer application.

**iii) ii) Experience:** Five years experience as Stenographer in Central/ State Government in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous body/ Public Sector undertaking/recognized scientific institution/University/Private Sector.

**2. Age limit for direct recruitment:** Not more than 30 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.



### 3. Mode of recruitment:

- a) Appointment to this post shall be made by promotion from amongst Stenographers who have rendered not less than 5 years service and having a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m in typing in English/Hindi on the basis of seniority subject to the rejection of unfit and on the recommendations of Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules.
- b) On failure of promotion method the appointment to this post shall be made by deputation of staff from Central/State Government working in the pay scale of (Pre-revised 4,000-6,000) revised 5,200-20,200 plus 2,400 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.
- c) On failure of deputation, the post shall be filled up by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

### **E. STENOGRAPHER: Pay Scale (Pre-revised 4,000-6,000), Revised 5,200-20,200 plus 2,400 GP:**

#### **1. Essential Qualifications:**

##### **i) Educational qualifications:**

- a) Second Class Bachelor Degree from a recognized university and stenographic speed of 80 w.p.m. in English/Hindi shorthand and 40 w.p.m./ 30 w.p.m. in typing in English/Hindi respectively on the basis of competitive proficiency test.
- b) Certificate/Diploma in Computer application of minimum one year duration.

ii) **Experience:** Three years experience as Stenographer in Central/State Government/ Autonomous body/Public Sector Undertaking /University/ recognized scientific institution/ Private Sector.

**2. Age limit for direct recruitment:** Not more 30 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.

#### **3. Mode of Recruitment:**

- a) Appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates having educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.



**F. RECEPTIONIST – CUM – OPERATOR : Pay Scale (Pre-revised 4,000-6,000), Revised 5,200-20,200 plus 2,400 GP:**

**1. Essential Qualifications:**

- i) **Educational qualification:** Second Class Bachelor Degree from a recognized university.
- ii) Certificate/Diploma in Computer application of minimum one year duration.
- iii) **Experience:** Three years experience of handling electronic telecom exchange, fax, and having command and fluency in English and Hindi language with working knowledge of Computer.

**2. Age limit for direct recruitment:** Not more than 30 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.

**3. Mode of Recruitment:**

- a) Appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates having educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

**G. JR. ASSISTANT: Pay Scale (Pre-revised 4,000-6,000), Revised 5,200-20,200 plus 2,400 GP:**

**1. Essential Qualifications:**

- i) **Educational qualifications:** Second Class Bachelor Degree from a recognized university and Certificate/Diploma in Computer Application of minimum one year duration.
- ii) **Experience:** Minimum 5 years experience in Administration/Finance & Accounts/ Store/ Purchase in the pay scale of (Pre-revised 3,050-4,590) revised 5,200-20,200 plus 1,900 GP in the Central/State Government or equivalent post in Autonomous body/Public Sector Undertaking/recognized scientific institution/University/Private Sector.

**2. Age limit for direct recruitment:** Note more 30 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.

**3. Mode of Recruitment:**

- a) Appointment to this post shall be made by promotion from amongst LDC's who have completed not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee, composition of which is prescribed in Part-IV of the rules
- b) On failure of promotion method, appointment to this post shall be made by deputation of staff from Central/State Government working in the pay scale of (Pre-revised 3,050-4,590) revised 5,200-20,200 plus 1,900 GP or equivalent post in Autonomous body/Public Sector Undertaking /University/ recognized scientific



institution possessing above qualifications, experience and having 5 years service in that grade and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules. The period of deputation shall be maximum 5 years.

- c) On failure of deputation, appointment to this post shall be made by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

**H. LOWER DIVISION CLERK: Pay Scale (Pre-revised 3,050-4,590), Revised 5,200-20,200 plus 1,900 GP:**

**1. Essential Qualifications:**

- i) **Educational qualifications:** Bachelor Degree from recognized University with one year Certificate/Diploma in Computer Application and having typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi.

2. **Age limit for direct recruitment:** Not more 25 years. The date for determining the age limit shall be the closing date prescribed for receipt of the applications. 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.

**3. Mode of recruitment:**

- a) 80% vacancy of LDC in the Institute occurring in a year shall be filled up by direct recruitment through open advertisement from amongst candidates possessing educational qualification and experience prescribed for the post and on the basis of result of a written test and typing speed and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.
- b) 20% of the vacancies of LDC in the Institute occurring in a year shall be filled up from amongst group D (non-technical i.e. peon) staff on regular establishment subject to the following conditions:-

Selection will be made through a departmental competitive test in English, General Knowledge and typing test confined to such Group D (non-technical i.e. peon) staff having 5 years service and fulfilling the minimum educational qualifications and typing speed of 30 w.p.m in English/Hindi with working knowledge of computer application.

**I. DRIVER : Pay Scale (Pre-revised 3,050-4,590), Revised 5,200-20,200 plus 1,900 GP:**

**1. Essential Qualification:**

- i) **Educational qualifications:**

- 8<sup>th</sup> standard passed

- ii) **Other Requirements**

- Possession of a valid driving license for motor cars
- Knowledge of motor mechanism (the candidate should be able to rectify minor defects in vehicles)



- Good health and physically fit as per the Govt. Rules.

iii) **Experience:** 3 years experience in driving a motor car.

2. **Age limit for direct recruitment:** Not more 30 years.

3. **Mode of recruitment:**

a) The post shall be filled up by direct recruitment through open advertisement from amongst candidates possessing educational qualifications, experience and age prescribed for the post, on the basis of Trade Test and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

b) Preference will be given to Ex-serviceman.

**J. PEON: Pay Scale (Pre-revised 2,550-3,200), Revised 4,440-7,440 plus 1,300 GP:**

1. **Essential qualification:**

i) **Education qualification:** 8<sup>th</sup> standard passed.

2. **Age limit for direct recruitment:** Not more 25 years.

3. **Mode of Recruitment:**

Appointment to this post shall be made by direct recruitment through open advertisement in local paper or through Employment Exchange/Ex-Serviceman Board from amongst candidates possessing educational qualifications and age prescribed for the post and on the recommendations of a Selection Committee, composition of which is prescribed in Part-IV of the rules.

**PART -IV**  
**MISCELLANEOUS**

**1. SELECTION/ DEPARTMENTAL PROMOTION COMMITTEE**

(a) The Constitution of Selection/Departmental Promotion Committee for the posts of PB-3 shall be constituted as follows:-

- |                     |            |
|---------------------|------------|
| 1. Director         | - Chairman |
| 2. Internal Members | - Two      |
| 3. External Member* | - Two      |

Such other member or members as may be nominated by Director with the approval of President, Council of Association of the Institute.

\* From Scientific R&D Institute/Autonomous Bodies/Govt. of India.

(b) The Selection / Departmental Promotion Committee for the Posts of. PB-2 shall be constituted as follows:-

- |                            |            |
|----------------------------|------------|
| 1. Director or his Nominee | - Chairman |
| 2. Internal Members        | - Two      |
| 3. External Members*       | - Two      |

Such other member or members as may be nominated by Director with the approval of President, Council of Association of the Institute.

\* From Scientific R&D Institute/Autonomous Bodies/Govt. of India.

(c) The Selection / Departmental Promotion Committee for the posts of PB-1 shall be constituted as follows:-

- |                            |            |
|----------------------------|------------|
| 1. Manager (Fin. & Admin.) | - Chairman |
| 2. Internal Members        | - Two      |
| 3. External Members        | - Two      |

Such other member or members as may be nominated by Director with the approval of President, Council of Association of the Institute.

**2. Screening of Applications:** Applications received will be scrutinized by a Screening Committee to be constituted from amongst the members of the Selection Committee with the approval of Director. The Screening Committee will adopt clearly defined criteria for short-listing the candidates to be called for interview/test.

**3. Selection Procedure:-**

3.1 The candidates as recommended by the Screening Committee and duly approved by Director will be invited for interview/test. Intimation to candidates for this purpose shall be sent at least 21 days in advance of the date fixed for interview/test by speed/registered post. Criteria adopted by Screening Committee should be well defined, elaborated and placed before the Selection Committee.

3.2 A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post.



- 3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared by Selection Committee so that if the candidate who is at the top of the merit list does not report or does not accept offer of appointment, next person on the panel can be offered the post. This panel will be valid for a period of one year.
- 3.4 After the Selection Committee has finalized its recommendations, these will be approved by appointing authority and thereafter the offer of appointment will be issued to selected candidate(s).
4. Special Provisions:- Where the posts are reserved for SC/ST/OBC candidates or where the SC/ST/OBC candidates are applicant for the posts, it must be ensured that a Member belonging to SC/ST/OBC community is nominated on the Selection Committee/Screening Committee. Instruction for nomination of female members and members representing the minority communities, as issued by Govt. of India from time to time will continue to be followed.
  5. The crucial date for determining the age limit shall be the closing date prescribed for receipt of applications.
  6. Age relaxation : The upper age limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to SC/ST/PH/OBC community or any other category as per direction and orders issued by the Govt. of India from time to time.
  7. All direct recruits shall be placed on probation for a period of two years from the date of appointment and this period may be extended on the discretion of the appointing authority based on performance.
  8. Staff recruited directly or promoted to any grade shall undergo such training as may be prescribed from time to time for the post.
  9. Staff holding posts under Administration and Finance & Accounts service of CPPRI shall be liable to serve anywhere in India.
  10. Reservations shall be made for members of the Scheduled Castes/ Scheduled Tribes/Physical Handicapped/OBC or any other category in vacancies filled by direct recruitment and by promotion in accordance with the orders issued by the Government of India from time to time.
  11. Appointment to short – term vacancies: Notwithstanding the provisions contained in these Rules, short – terms posts and vacancies may be filled up locally subject to such orders as may be issued by the Appointing Authority from time to time.
  12. On superannuation/resignation/death, all the posts of Peons, Chowkidars, Khalasi who were inducted in the Technical Stream will be filled up in the Administration Stream.
  13. Relaxation in age limit, qualification and/or experience in case of departmental and outsiders would be allowed with the prior approval of the Council of Association of the Institute. However, relaxation for SC/ST/OBC/PH and other categories, as prescribed by the Govt. of India, will continue to be operative.
  14. "Service" means the service rendered in CPPRI and also includes service earlier rendered in Govt./Autonomous/Public Sector Undertaking/recognized scientific institution/University..
  15. "Approved Service" in relation to any Grade means the period or periods of service in that grade rendered after selection according to prescribed procedure, for long term appointment to the grade and includes any period or periods during which an Officer would have held a duty post in that Grade but for his being on leave without pay.

16. The Director, CPPRI may from time to time issue such general or special directions as may be necessary to relax or remove the discrepancy in the operation of any of the provisions of these Rules with the approval of Council of Association of the Institute.
17. Wherever any doubt arises as to the interpretations of any of the provisions of these Rules, the matter shall be referred to the Director, CPPRI whose decision shall be final. The interpretation/clarifications given by Director will be reported to Council of Association of the Institute.
18. Outside experts invited to act as Members of the Selection Committee/Departmental Promotion Committee will be paid Honorarium of Rs. 1500/- per day for total time spent for the purpose. Payment of Honorarium will be in addition to TA/DA admissible to the Member as per Institute Rules.
19. Assured Career Progression Scheme (ACPS) or Modified Assured Career Progression Scheme or any such other scheme shall apply mutatis-mutandis by the Institute for Administration and Finance and Accounts Service.
20. PROMOTION POLICY: There shall be vacancy based promotion in Administration and Finance & Accounts Service in the Institute.



### ABBREVIATION

S.No.		
1	CPPRI	Central Pulp & Paper Research Institute
2	PB	Pay Band
3	GP	Grade Pay
4	M.B.A.	Master of Business Administration
5	C.S.	Company Secretary
6	C.A.	Chartered Accountant
7	ICWA	Institute of Cost & Works Accountant
8	SC	Scheduled Caste
9	ST	Scheduled Tribes
10	OBC	Other Backward Classes
11	PH	Physically Handicapped
12	R&D	Research and Development
13	LDC	Lower Division Clerk
14	Jr. Assistant	Junior Assistant
15	w.p.m.	Words per minutes
16	TA	Travelling Allowance
17	DA	Dearness Allowance