



Dated: 27/06/2020

REQUIRES

This Institute requires the following grade of Consultants on contract basis as per the qualification/experience and other terms and conditions given below:-

Secretariat Work:-

Grade	I
Number of Vacancy	2 Nos.
Job profile	Work related with implementation of the schemes of the Institute, preparation of agenda, briefs, minutes, Annual Report, Preparation of Annual Plan, Budget and accounts etc.
Fee	Rs. 30000/- per month consolidated
Eligibility criteria	Persons with five years of experience on the post of Assistant/PA in the Government/Research Organization/PSUs

Other conditions:-

1. Consultant shall be eligible 8 days' leave in a calendar year on pro-rata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year.
2. TA/DA: Consultant shall be allowed TA/DA for their travel inside the country as per his/her last entitlement drawn at the time of retirement.
3. The Consultant will be engaged for initially for a period of one year. Thereafter, the engagement would be reviewed and it would not exceed one year at a time. The services of the Consultant will be terminated automatically on completion of the tenure or completion of 65 years whichever is earlier.

Termination of Contract:-

The Institute may terminate a contract to which these terms apply if:-

- The Consultant is unable to address the assigned works,
- Quality of the assigned works is not the satisfaction of the Department,
- The Consultants fails to timely achievement of the milestones as finally decided by the Department
- The Consultant is found lacking in honesty and integrity.
- The department reserves the right to terminate the contract, by given fifteen days' notice to the consultant. Termination shall be effective written notice served on the consultant and shall take effect in 15 days of deliver of such notice. The termination will be without prejudice to either party's rights accrued before termination

Post Box No. 174, PAPER MILL ROAD, HIMMAT NAGAR, SAHARANPUR 247001 (U.P.) INDIA
Tel. Direct (0132) 2714050, TeL. EPABX (0132) 2714059, 2714061, 2714062
Cable : CEPRI, Saharanpur, Fax (0132) 2714052, 2714056, website : www.cppri.org.in
Email : director@cppri.org.in, info@cppri.org.in

BASE OFFICE

I-10, First Floor, Jungpura B, Near Kargil Park (Bhogal Bus Stand) New Delhi - 110014, India
Phone : (011) - 24375401/65903444

GENERAL CONDITIONS:

1. Suitable retired persons from Government/Research Organization/PSUs having the experience as mentioned above may apply.
2. Posts may be increased or decreased as per need of the Institute.
3. Application on plain paper giving full details i.e. Name of candidate, father's/mother's name, date of birth, address, educational qualifications, professional qualification, service particulars before retirement etc. along with all attested photo copies of certificate in support of the information provided be submitted to **Director, Central Pulp and Paper Research Institute, Post Box No. 174, Saharanpur-247001 (U.P.)** within 15 days of publication of the advertisement.
4. It will be on contractual basis initially for six month which may be reviewed and it would not exceed one year at a time.
5. **No TA/DA** will be paid for attending the interview.
6. For more details logon to www.cppri.res.in

CANVASSING IN ANY FORM AND/OR BRINGING IN ANY INFLUENCE POLITICAL OR OTHERWISE WILL BE TREATED AS DISQUALIFICATION FOR THE POSITION.



Administrative Officer