



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जनकपुरी, नई दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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F. No. 2-10/2018-CCRAS/Rectt./Vol-II

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FILLING UP THE POST OF ADMINISTRATIVE OFFICER, ASSISTANT MATRON, ACCOUNTS OFFICER, ASSISTANT RESEARCH OFFICER (PLANT PATHOLOGY) AND UPPER DIVISION CLERKS ON DEPUTATION BASIS IN CCRAS.

The CCRAS is the Apex Body in India for formulation, co-ordination, development and promotion of research in Ayurveda. The Council carries out its activities and functions through its network of 30 Institutes/Research Centres. The Headquarter of the Council is situated at Delhi on the above captioned address. Applications are invited for below mentioned posts:-

- Administrative Officer in pay level-10 – (01 Post) presently available at CARI-Kolkata.
- Assistant Matron in pay level-10 – (01 Post) presently available at CARI-Bhubaneswar.
- Accounts Officer in pay level-08 –(01 Post) at CCRAS Hqrs, New Delhi.
- Assistant Research Officer (Plant Pathology) in pay level-07- 01 post at RARI-Jhansi.
- Upper Division Clerk in pay level-04 – (09 Posts) available at Gwalior, Kolkata, Gangtok, Mandi, Port Blair, Ranikhet, Itanagar, Chennai and New Delhi.

However, selected persons on the aforementioned posts may be posted to any of the peripheral Institutes scattered all over India as per need.

2. ELIGIBILITY CONDITIONS

A. Administrative Officer :-

- Officer of the Central State Government/ Autonomous Bodies /Research Institutions/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous organizations funded by Government

holding analogous posts

OR

having 03 years regular service in pay scale of Rs. 44900-142400 in pay level 7 (pre-revised pay scale of Rs. 9300-34800+GP Rs.4600/- in PB-2)

OR

08 years regular service in Pay scale of Rs. 35400-112400 in pay level 06 (pre-revised pay scale of Rs. 9300-34800+GP Rs.4200/- in PB-2) and

- Possessing the following educational qualification / experience
 - A degree from a recognized University.
 - Adequate experience in personnel management with thorough knowledge of Accounts Budget, Budgetary Control, Government Rules and Regulations and Administrative and Establishment procedures.

B. Assistant Matron :-

1. The officers of the State Government/Central Govt. including Ministry of Health and Family Welfare and Defence holding analogous post on regular basis in pay level-10.

OR

Sister In-charge or equivalent rank in pay level-8 with 03 years' regular service in the grade

OR

Staff Nurse or equivalent rank in pay level-7 with 05 years' service in the grade

2. Experience of 05 years preferably in Ayurveda Hospital of which 03 years as Sister In-charge or 04 years as Staff Nurse.
3. Possessing the essential qualification of (1) Matric or equivalent (2) Diploma in General Nursing Midwifery Grade-A recognised by Nursing Council of India or pass in Nursing Course in Ayurved conducted by State Government/Institution approved by the State Government.

C. Accounts Officer -To be filled from the officer under the Central Govt./Central Autonomous Bodies/State Govt./PSUs,

Holding analogous post on regular basis and having experience of Cash, Accounts and Budget work: OR

With three years regular service in the grade of Accountant or equivalent in Pay level-7 having experience in Cash, Accounts and Budget work: OR

with six years' service in the grade of Junior Accounts Officer/Accountant or equivalent on regular basis in Pay Level -6: and having experience of cash accounts and budget work; and Successful completion of training in the cash and Accounts work in the ISTM or equivalent training course conducted by any of Govt. Department/PSU or any reputed organization and a minimum of 4 years experience in Cash, Accounts and Budget work.

D. Assistant Research Officer (Plant Pathology) on deputation/promotion: -

The post is to be filled up under composite method. The departmental candidate will be considered with minimum of 03 years regular service in the grade of Research Assistant (Pathology) in pay level-6 along-with outsiders applying for deputation

Conditions for deputation -

- (1) Officers of the Central/State Government/Autonomous Bodies/Research Institutions/Public Sector Undertaking/Semi-Government Statutory or Autonomous organizations funded by the Government holding analogous post: OR

Having 3 years regular service in pay level-6 in the relevant field.

2. Essential Qualification-

- a) Post Graduate degree in Plant Pathology from a recognized University/Institution.
- b) One year research/teaching experience after PG degree.

Note:-

Note-If the departmental candidate is selected for appointment to the post; it is to be treated as having being filled by promotion; otherwise, the post is to be filled by deputation/short-term contract at the end of which the departmental officer will again be afforded opportunity to be considered for appointment to the post.

E. Upper Division Clerks :-

- (a) Officers of the Central Govt. holding analogous post on regular basis or should have Eight years of regular service as Lower Division Clerk in the pay scale of Rs. 19900-63200 in pay level 2 (Pre-revised Rs.5200-20200+GP Rs. 1900/- in PB-I) or equivalent in Central Government.
- (b) The candidate should be well conversant with Government Rules, Regulations and procedures concerning administration, personnel management, financial management, budgeting and Accounting.

NOTE :-

- a) The period of deputation in respect of all the posts will be initially 01 year extendable upto 03 years on year to year basis. The maximum age limit for applying for deputation shall not be exceeding 56 years as on the closing date of application.
- b) The terms & conditions and Pay and Allowances of the candidates selected for appointment on deputation basis will be governed by standard deputation/Foreign Service terms as issued by Govt. of India from time to time.
- c) **Advance application will not be entertained and canvassing in any form will be a disqualification.**

3(1) The applications form can be downloaded from Council's website www.ccras.nic.in.

(2) The application in the prescribed proforma is to be forwarded through proper channel to the Director General, CCRAS, on the above address not later than 60 days from the date of publication of this advertisement in Employment News.

4. The following documents are to be enclosed along with the application:-

- (i) A certificate to the effect that concerned forwarding parent department/Ministry has no objection to the appointment of the applicant to the post applied for in the CCRAS.
- (ii) Details of penalties, if any, imposed, on the applicant during the last 05 years.
- (iii) Vigilance clearance in respect of the applicant duly signed by an officer of appropriate level along-with certified copies of ACRs/APRs for the last 05 years.

5. The last date of receipt of application will be 60 days from the date of appearing the Advertisement in Employment News (both days inclusive).

Administrative Officer (Recruitment)

Copy to :-

1. Sh. B.S. Kothari, Under Secretary to the Govt. of India, Ministry of AYUSH, AYUSH Bhawan, INA, New Delhi with the request to give wide publicity of the advertisement in the Ministry and also to forward a copy of the advertisement to DOP&T for uploading on their website.
2. All Central Govt. Ministries / Departments for circulation.
3. All Research Councils for circulation.
4. Sr. P.S. to Director General/ P.S. to DDG/P.S. to DD (Admn.).
5. All Sections in the CCRAS, Hqrs. Office.
6. All peripheral Institutes for wide publicity to the advertisement.
7. Hindi Section, CCRAS, Hqrs. Office for Hindi translation.

For Director General

Last Date for Receipt of Application _____

APPLICATION FORM (Through Proper Channel)

1. Name of the post applied for _____
Advertisement No. _____

2. Name _____
(In Block Letters)

3. Postal Address _____

4. Contact Number _____

5. E-mail ID (if any) _____

6. Date of Birth _____

(in Christian Era)

7. Sex Male Female

8. Community (Whether SC/ST/OBC/Others) _____

9. Educational Qualifications (Starting from High School)

S.No.	Examination passed	Year of passing	Name of the School/College /University	%age of marks obtained	Subjects

A recent
passport size
photograph to be
affixed in this
space.

10. Experience

S. No.	Name of Post	Scale of Pay	Name of the Department	Period		Nature of work
				From	To	

11. Training programme attended/participated _____
 (Enclose self attested copies of certificates)

12. Details of Enclosures: _____

13. Choice of posting, if any (against available vacancies) _____

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Council if I am declared to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Department in writing that I am applying for selection to the post on deputation/foreign service basis.

Signature of the Candidate

Name _____

Date:

Place:

A Vigilance Clearance Certificate as given below should be given by the Department

Certified that Shri/Smt./Kumari/ _____ of
_____ holds a
temporary/permanent post of _____ in the
Department of _____ and that
no disciplinary case is pending or contemplated against him/her.

No.

Date:

Signature _____

Designation _____

Office Seal _____