

Employment News 15 - 21 July 2017



Central Council for Research in Siddha

SCRI Building, Anna Govt. Hospital Campus

Arumbakkam Chennai-600106

Phone 2621 1621,2621 2421

Email: ccrschennai@gmail.com

Advertisement No. 5/2017

Central Council for Research in Siddha, an Autonomous Body under the Ministry of AYUSH, Govt. of India invites applications for the post of **Statistical Assistant** on direct recruitment basis. The details are as under:

Name of the post : Statistical Assistant

Scale of Pay : (PB 2) Rs. 9300 - 34800 + GP Rs. 4200

No. of vacancies : 1 (UR-1)

Age : 30 years and below

Educational and other qualifications: **Essential:** (a) Graduate of a recognized University (10+2+3 pattern) with statistics or mathematics with statistics as one of the subjects with three years' experience in handling statistical data **(OR)** Master's degree in Statistics/Mathematics with Statistics as one of the subjects.

Desirable- Knowledge of Computer.

Complete details and the application form can be downloaded from the Council's website: www.siddhacouncil.com/www.siddhresearchcouncil.org.

Last date: 60 days from the date of publication in the Employment News.

Director General, CCRS

16/86/Autonomous Body/Recruitment/Graduate/25-35/Other/Other than Delhi

F.No.2-74/2017-CCRS/Estt
Central Council for Research in Siddha, Chennai
Recruitment to the post of Statistical Assistant
Advertisement No. 5/2017

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

Applicants are advised to read all instructions carefully before filling up their applications.

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. Before applying, they are advised to satisfy themselves that they possess essential criteria laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
3. Mere fulfilling the minimum prescribed qualifications and experience do not entitle candidates to be called for written test. The decision of the Director General, CCRS will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience.
5. The upper age limit, qualification and/or experience will be reckoned as on the closing date for receipt of the application (i.e 12.09.2017)
6. The candidates serving in Central/State Govt./Autonomous Organizations/Statutory bodies/Public Undertakings/Universities should apply only through proper channel and their duly forwarded application should reach the Central Council for Research in Siddha on or before the closing date. Advance copy of the application is not acceptable.
7. The No. of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice.
8. DG, CCRS reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part, at any time, without assigning any reason thereof.
9. Any corrigendum/ order regarding this advertisement will be issued on the website only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Employment News or in any other Newspaper.
10. Applicants will be fully responsible for accuracy of the information they furnish. Any information furnished by the candidate, if found wrong at any stage, will result in his/her disqualification and/or dismissal from the service at any stage and no correspondence will be entertained at all.
11. The call letter for the written test, in the case of shortlisted candidates, shall be sent by speed post. However, the Council shall not be responsible for any postal delay/lapse, whatsoever. The date of written test will also be displayed in the Council's website.
12. The candidates shall have to appear for written test, if called for, at his/her own cost.
13. The appointment carries with it the liability **to serve anywhere in India**
14. No Correspondence or personal enquiries shall be entertained.
15. **Canvassing in any form will be treated as a disqualification for the post.**
16. **Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction in Chennai.**

Reservation and Age relaxation

1. **Date of birth will be reckoned as on 12.09.2017 (Proof for DOB will be based on 10th/SSLC/Matriculation board certificate or birth certificate issued by the Competent authority. No other document like TC/Passport/Registration certificate will be accepted as proof of age)**
2. Candidates seeking age relaxation must submit the required certificate from the Competent Authority.
3. **Applications not supported by self-attested copies of the appropriate certificate for the reservation category claimed, will be summarily rejected.** In case the Council observes any false information or discrepancy in their certificate, their candidature will be rejected summarily. No correspondence will be entertained at all.
4. Certificate of Other Backward Class (OBC) for the purpose of Age Relaxation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in the Circulars issued by Department of Personnel & Training from time to time. The candidates claiming OBC status may note that certificate of creamy layer status should have been obtained within three years before the closing date, i.e. the OBC certificate should have been obtained on or after 12.09.2014.
5. SC/ST/OBC/PH candidates, if age relaxation is claimed, are required to produce original community/PH certificate issued by the specified authority, at the time of verification of certificates. **It is mandatory.**

Application Fee {by Bank Demand Draft (DD) only}

- Rs.200/- (Rupees Two hundred only) for UR/OBC category and Rs 100/- (One hundred only) for SC/ST category. However, PH candidates are exempted from payment of fees.
- Fees should be paid in the form of Demand Draft drawn in favour of Central Council for Research in Siddha and payable at Chennai.
- Any other mode of payment viz., cash, money order, cheque or Postal order will not be accepted.
- On the overleaf of DD, the candidates must mention- Candidate's name, Advertisement No. and post applied for.
- **Fee once paid will not be refunded under any circumstances.**

MODE OF SELECTION

Candidates will be shortlisted on the basis of their educational qualifications, experience, etc. The shortlisted candidates will have to attend a written test at his/her own cost. Final selection list would be prepared in order of merit on the basis of the marks obtained in the written test, taking into account the number of vacancies.

How to apply

- Application form can be downloaded from the Council's website. The application should be strictly in the prescribed format. Application in any other format will be rejected.
- Candidates should read carefully the Essential Qualification required for the post and ensure that they fulfill the same. **Documents (self-attested photocopies) in support of Essential Qualifications/experience, etc. should invariably be sent alongwith the application, failing which the application will be summarily rejected.** Do not enclose any Original certificate with the application.
- Paste your recent passport size photograph on the space specified in the Application form. Do not staple and do not get the photo attested. Application without photograph shall be rejected summarily.
- Please do sign in running hand. Unsigned applications will be rejected.
- The application form, duly signed should be sent in an **envelope superscribed "Application for the post of Statistical Assistant"**, to: The Director General, Central Council for Research in Siddha, Ministry of AYUSH, SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai – 600106

**Documents to be enclosed alongwith each Application
(only self-attested copies of documents are to be enclosed)**

1. Demand Draft for the prescribed amount, **in original.**
2. One recent passport size colour photograph pasted on the space provided in the Application Form
3. Copies of certificates showing age (Matric/SSLC/10th/birth certificate) (No other document like TC/Passport/Registration certificate will be accepted as proof of age)
4. Copies of certificates pertaining to essential educational qualifications, including yearwise mark sheets issued by the Competent Authority viz. University/Board of Education concerned.
5. Copies of 10th/12th mark sheets/Diploma/Degree certificates
6. Copies of certificates in support of claim of SC/ST/OBC/PH, in case age relaxation is claimed.
7. Documents in support of Experience, if any

Invalid Applications

Candidates are advised to read all the instructions carefully before sending their applications; otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications:

- **Applications received after the closing date (i.e 12.09.2017)**
- **Applications not in prescribed format.**
- **Application without documentary proof for change in name, surname / initial etc., if the name entered in the application form is different from the name as shown in 10th/12th certificate.**
- **Applications without the signature of the candidate.**
- **Applications sent through e-mail.**
- **Applications without latest photo not being pasted on the space provided.**
- **Applications without documents (self-attested photocopies) in proof of Date of Birth, Educational Qualification, Reservation category, experiences, if any etc.**
- **Candidates who are over-aged as on 12.09.2017**
- **Application without the requisite fee (in original), if applicable.**
- **Applications of employees serving in Central/State Governments/ PSUs/ Autonomous bodies/ Universities not received through proper channel before 12.09.2017.**

Last date for receipt of the filled in application

- **60 days from the date of publication of this advertisement in 'Employment News' i.e. 15.07.2017 (closing date will be 12.09.2017)**
- **In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul&Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad, the application alongwith the DD should reach the Council within seven clear working days from the closing date.**
- **The Council will not be responsible for the postal delay.**

DIRECTOR GENERAL



केंद्रीय सिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्ध केंद्रीय अनुसन्धान संस्थान भवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बावकम, चेन्नई - 600106

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

Ministry of AYUSH, Govt. of India

SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai – 600106

Phone: 2621 1621, 2621 2421 Fax: 044-2621 1621

www.siddhacouncil.com, www.siddharesearchcouncil.org, Email: ccrschennai@gmail.com

Application Form for the post of Statistical Assistant

Affix one passport
size colour
photograph

1. Name in full :
(in CAPITAL letters, as entered in
10th/SSLC/Matriculation certificate)
2. Father's/Husband's name :
3. Whether belongs to SC/ST/OBC
(enclose a copy of certificate from
Authorized Issuing Officer)
4. Are you a physically handicapped person? :
(enclose a copy of certificate from an
Authorized Medical Board)
5. Address in CAPITAL letters with PIN code:
 - a) Permanent :
 - b) Correspondence :
 - c) E-mail Id (in CAPITAL letters) :
 - d) Mobile No. :
6. (a) Date of birth : dd _____mm_____yyyy_____
(enclose copy of 10th/SSLC/Matriculation
certificate, where DoB is indicated)

7. Educational Qualifications :
 (Attach self-attested copies of relevant documents)

Examination	Name of the Degree/Diploma	Name of the Board/University	Division/grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
10 or equivalent					
+2 or equivalent					
Bachelor's degree					
Master's degree					
Any other					

8. Experience, if any:
 (Attach self-attested copies of relevant documents)

Post held	Name of the Institution/ Organisation	Duration From.....To.....	Actual duration (years & months)	Scale of pay	Nature of duties

9. Knowledge of Computer:

10. Particulars of fees paid:
(DD in original should be enclosed)

Name of the Bank and branch	DD No. and date	Amount

11. Other information, if any :
(Enclose separate sheet, if required)

DECLARATION

I declare that all the information provided in the application are true, complete and correct to the best of my knowledge and belief. I also fully understand that if at any stage, it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature will be summarily rejected or employment terminated.

Place:
Date:

Signature of the Applicant

Remarks of the present employer

(If employed on regular basis in Central/State Govt. / Government Undertakings/
Statutory bodies/Autonomous Organizations/ Universities)

Certified that the information furnished by Shri/Kum/Smt _____ in his/her application have been verified from the office records and is found to be correct. No vigilance/disciplinary case is pending or contemplated against him/her and he /she is clear from vigilance angle.

The Applicant is holding a permanent/temporary post of _____ in the scale of pay _____ from _____. His/her application is forwarded and he/she will be relieved in case he/she is selected for the post applied for.

Signature
Designation of the Competent Authority
(with official seal)

Place:
Date: