

Central Council for Research in Siddha, Chennai

GENERAL INFORMATION AND CONDITIONS

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. The prescribed essential criteria are minimal and mere possession of the same does not entitle candidates to be called for written test/interview. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/other criteria. 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 will not be counted while calculating the valid experience.
5. The upper age limit will be reckoned as on 01.01.2015. The qualification and/or experience will be reckoned as on the closing date for receipt of the application (07.07.2015)
6. The candidates serving in Govt./Autonomous/Statutory bodies 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. They should submit 'NO OBJECTION' certificate from their employer at the time of interview. In case they do not furnish the same, their candidature will straightaway be rejected.
7. The No. of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice. In case the vacancy position indicated in the Advertisement is reduced to any number or even to nil, Council is not liable to compensate the applicant for any consequential damage/loss.
11. DG, CCRS reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason thereof.
12. 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.
13. 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.
14. The call letter for the written test/interview, 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/interview will be displayed in the Council's website.
15. The appointment to the said post will be subject to candidate's physical fitness certificate issued by the Competent Medical Board/Medical Authority before joining the post.
16. The candidate shall have to appear for written test/interview, if called for, at his/her own cost.
17. The appointment carries with it the liability to serve anywhere in India
18. No Correspondence or personal inquiries shall be entertained.
19. **Canvassing in any form will be treated as a disqualification for the post.**
20. **Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction in Chennai.**

Reservation and Age relaxation

Date of birth will be reckoned as on 01.01.2015

1. Age relaxation for SC/ST/OBC (Non creamy layer) Non-creamy layer/PH/Ex-servicemen & Central Govt. Servants will be applicable as per DOPT orders issued from time to time. Candidates who wish to

be considered against vacancies reserved/or seeking age relaxation must submit the required certificate from the Competent Authority.

2. 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.

3. Certificate of Other Backward Class (Non creamy layer) for appointment under Govt. of India for the purpose of Age Relaxation and Reservation will mean "Persons of OBC (Non creamy layer) category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt (SCT) dated 08.09.1993 and modified vide Govt. of India Department of Personnel & Training OM No. 36033/3/2004-Estt (Res) dated 09.03.2004 and 14.10.2008.

4. Candidates claiming the benefit of reservation under OBC (Non creamy layer) Category not covered under the Creamy Layer must ensure that they furnish the OBC (Non creamy layer) Certificate in prescribed format issued by the competent Authority on or before the closing date. The closing date for receipt of application will be treated as the closing date for OBC (Non creamy layer) status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. The candidates claiming OBC (Non creamy layer) status may note that certificate of non creamy layer status should have been obtained within three years before the closing date.

5. SC/ST/OBC (Non creamy layer)/PH candidates are required to produce original community certificate issued by the specified authority, at the time of interview. **It is mandatory.**

Application Fee (by Bank Demand Draft (DD) only):

- Rs.100/- (Rupees One hundred only) for UR/OBC (Non creamy layer) category. All female candidates and SC/ST/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 & Postal order will not be accepted. Fee should be paid separately for each post, if applied for more than one post.
- On the overleaf of DD, the candidates must mention his/her name and post applied for.
- **Fee once paid will not be refunded under any circumstances.**

MODE OF SELECTION:

Candidates fulfilling the prescribed qualifications will be shortlisted on the basis of their educational qualifications, percentage of marks etc. The shortlisted candidates will have to attend a written test. Candidates qualifying in the written test would be required to appear for the Interview. Final selection list would be prepared in order of merit as per the aggregate marks (marks of written Test and Interview) finally awarded to each candidate taking into account the number of vacancies advertised.

How to apply

- Application forms 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 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 photograph of size 4cm x 5 cm 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. Fill up the Application Form in your own hand writing using a Ball point pen without leaving any column blank. Write 'not applicable' wherever necessary.

- Please do sign in running hand. Unsigned applications will be rejected. Variations in the signature will render the application liable to be rejected.
- The application form, duly signed should be sent in an envelope superscribed “APPLICATION FOR THE POST OF UDC” to:

The Director General,
Central Council for Research in Siddha,
(Ministry of AYUSH, Govt. of India)
SCRI Building, Anna Govt. Hospital Campus,
Arumbakkam, Chennai – 600106

Documents to be enclosed alongwith each Application

1. One recent passport size photograph pasted on the space provided in the Application Form
2. Self-attested copies of certificates showing age, educational qualifications. (Only certificates issued by the Competent Authority, viz. the Universities/Boards of Education concerned would be accepted as proof of possessing the minimum educational qualification and Date of Birth)
3. Self-attested copies of certificates in support of claim of SC/ST/OBC (NON CREAMY LAYER)/PH
4. Documents in support of Experience
5. Demand Draft for Rs 100/- if applicable.

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 (07.07.2015)**
- **Applications not in prescribed format.**
- **Applications without the Demand Draft for the prescribed amount, if applicable.**
- **Candidates not having the required qualifications/experience as on the closing date for the receipt of applications (07.07.2015)**
- **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, Category, etc.**
- **Applications without signature.**
- **Applications which are incomplete/illegible in any manner.**
- **Candidates who are over-aged as on 01.01.2015**
- **Applications of employees serving in Government not received through proper channel and on or before the closing date (07.07.2015)**

Last date for receipt of the filled in application

- **60 days from the date of publication of this advertisement in ‘Employment News’ (07.07.2015)**
- 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

केन्द्रीयसिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्धकेन्द्रीय अनुसन्धान संस्थानभवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै - 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,

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

Advertisement No. 6/2015

Central Council for Research in Siddha, an Autonomous Body under the Ministry of AYUSH, Government of India invites applications, under **DR quota**, for the following post:

Upper Division Clerk – 3 posts (UR-2, ST-1)

Scale of Pay – PB 1 (5200-20200) plus Grade pay Rs 2400/-

Age limit – 25 years and below as on 01.01.2015

(i) Age relaxations for SC/ST/OBC (NON CREAMY LAYER)/PH candidates as per Government of India norms issued by DOPT from time to time

(ii) Upper age limit is relaxable upto the age of 40 years (45 years in the case of SC/ST candidates) for the Central Govt. Civilian employees who have rendered not less than three years' continuous service on regular basis (and not on adhoc basis) under Government of India.

Essential Qualifications – (1) Degree from a recognized University

(2) At least five years administrative experience in correspondence work in Government/Semi Government/ Public Sector Undertaking/ Government Institution

(3) Thorough knowledge of Govt. of India office routine/ rules and regulations

Desirable – Knowledge of computer application

Last date – 60 days from the date of publication in Employment News dated 9.5.2015 (i.e. 07.07.2015 is the last date)

Prescribed application format and full details can be downloaded from the Council's website www.siddharesearchcouncil.org/ www.siddhacouncil.com.

Director General

F.No.2-16/2014/CCRS/Estt.

केन्द्रीयसिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्धकेन्द्रीय अनुसन्धान संस्थानभवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै - 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,

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

Application for the Post of Upper Division Clerk

PART – 1 To be filled by the candidate

Affix one passport
size colour
photograph

1. Name in full : Shri/Smt/Kum
(in CAPITAL letters)
2. Father's/Husband's name :
3. Whether belongs to SC/ST/OBC (Non creamy layer)/PH:
(In support, please enclose a certificate from Authorized
Issuing Officer)
4. Address in CAPITAL letter with PIN code:
 - (a) Permanent :
 - (b) Correspondence :
 - (c) E-mail Id (in CAPITAL letters) :
 - (d) Mobile/landline phone No. :
5. Date of birth :
Age as on 01.01.2015 :

6. Particulars of Demand Draft: (a) DD No. and date
(b) Name of the Bank and Branch

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+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. In case of serving employees,
(a) Whether NOC from the employer enclosed:
(b) Whether attested copies of the ACRs/APRs for the last Five years enclosed

10. 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 willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place:
Date:

Signature of the Applicant

PART -2 To be filed by the Head of Department or office in which the candidate is serving

Certified that the information given by Shri/Smt/Kumari _____ in the application have been verified with reference to his/her service record and are correct.

Certified also that he/she has submitted his/her application to the Office on _____ for onward transmission to the Central Council for Research in Siddha.

Further attested copies of the ACRs/APRs for the last five years in respect of Shri/Smt/Kumari _____ are enclosed.

Date:

Signature.....
Name.....
Designation.....
Department/Office.....
Address/Telephone No.....