



# மத்திய சித்த மருத்துவ ஆராய்ச்சிக் குழுமம்

(ஆயுஷ் அமைச்சகம், இந்திய அரசு)

ஜி.எஸ்.டி சாலை, தாம்பரம் சானடோரியம், சென்னை - 600 047.

## केंद्रीय सिद्ध अनुसन्धान परिषद्

(आयुष मंत्रालय, भारत सरकार)

जी एस टी रोड, तांबरम सानटोरियम, चेन्नई - 600 047.

### CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

(Ministry of Ayush, Govt. of India)

GST Road, Tambaram Sanatorium, Chennai - 600 047.

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F.No. 2-105/2024-CCRS/Estt.

Dated the, 08<sup>th</sup> July, 2024

### Advt. No.4/2024

### Detailed Notification for Recruitment

The Central Council for Research in Siddha (CCRS), Chennai, an Autonomous Body under the Ministry of Ayush, Government of India proposes to engage the services of personnel on contract basis, as per the details given below. The engagement will be purely on contract basis, initially for a period of one year. The selection will be made based on the personal interview and the date of Interview will be intimated later through e-mail to eligible candidates and through the Council website. If considered necessary, written test will be held on the same day, to shortlist the candidates. The decision of the Competent Authority will be final in the selection process. The number of posts may vary according to need and place of posting.

S. No.	Name/No. of the position	Qualifications/Age limit	Consolidated monthly Remuneration	Place of posting
1.	Domain Expert (Siddha) - 03 Nos.	<b>Essential:</b> <ol style="list-style-type: none"><li>1. Post graduate degree in Siddha Medicine from a University/ Institution recognized under NCISM (erstwhile CCIM).</li><li>2. Enrolment in the Central/State Register of Indian Medicine/Siddha as the case may be.</li><li>3. The Domain Expert shall be PG degree holder in Siddha system discipline. Such candidates must have at least 05-10 years' experience in handling related matters (preferably with Government, Autonomous bodies) and should be well versed in dealing with the subject matter.</li><li>4. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS Word, MS Excel and Power Point, etc. is essential.</li><li>5. Should not be more than 64 years of age on the last date for receipt of application.</li></ol>	Rs. 75,000/-	Central Council for Research in Siddha, HQ, Office, Tambaram Sanatorium, Chennai - 600 047.  &  The Peripheral Institutes/ Units of CCRS.

2.	<b>Consultant (Tamil Literature) -01 No.</b>	<b>Essential:</b> 1. Graduate in Tamil. 2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS Word, MS Excel and Power Point, etc. is essential. 3. Should not be more than 64 years of age on the last date for receipt of application.	Rs. 50,000/-	Central Council for Research in Siddha, HQ, Office, Tambaram Sanatorium, Chennai – 600 047.
3.	<b>Personal Secretary to DG, CCRS - 01 No.</b>	<b>Essential:</b> 1. Bachelor's Degree in any discipline from a recognized University with One year diploma in Computer Application from a recognized University/ Institute and preferably 5 years working experience in the State/ Central Quasi Govt. Sectors with a relevant experience. 2. Should not be more than 64 years of age on the last date for receipt of application. 3. The skills of computer knowledge and stenographic skills.	Rs. 35,000/-	Central Council for Research in Siddha, HQ, Office, Tambaram Sanatorium, Chennai – 600 047.
4.	<b>Consultant (Audit) - 01 No.</b>	<b>Qualification:</b> 1. Graduate from a recognized University. 2. Persons retired from the post of Section Officer/ Under Secretary/ Deputy Secretary equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Central Autonomous Bodies preferably from the Office of the Comptroller and Auditor General of India (CAG). 3. Candidates must have 5-10 years in Accounts and Audit. 4. Candidates should have excellent communication and interpersonal skills. 5. Knowledge of Computer Applications such as MS Word, MS Excel and Power Point, etc. is essential. 6. Candidates should be well conversant with office functions like drafting, noting, budget, accounts, Rules and Regulation of Central Government offices, Office procedures, etc. 7. Should not be more than 64 years of age on the last date for receipt of application.	A fixed monthly remuneration arrived at by deducting the basic pension from the pay drawn at the time of retirement and a fixed amount as Transport allowance.	Central Council for Research in Siddha, HQ, Office, Tambaram Sanatorium, Chennai – 600 047.
5.	<b>Consultant (Admin) - 01 No.</b>	<b>Qualification:</b> 1. Graduate from a recognized University. 2. Persons retired from the post of Section Officer/ Under Secretary/ Deputy Secretary equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Central Autonomous Bodies. 3. Candidates must have 5-10 years in Accounts and Audit. 4. Candidates should have excellent communication and interpersonal skills. 5. Knowledge of Computer Applications such	A fixed monthly remuneration arrived at by deducting the basic pension from the pay drawn at the time of retirement and a fixed amount as Transport allowance.	Siddha Regional Research Institute, Puducherry -605013.

		<p>as MS Word, MS Excel and Power Point, etc. is essential.</p> <p>6. Candidates should be well conversant with office functions like drafting, noting, budget, accounts, Rules and Regulation of Central Government offices, Office procedures, etc.</p> <p>7. Should not be more than 64 years of age on the last date for receipt of application.</p>		
<b>6.</b>	<b>Consultant (IT) - 01 No.</b>	<p><b>Essential:</b></p> <p>1. Graduate in IT from a recognized University and preferably 5 years working experience in the State/ Central Quasi Govt. Sectors with a relevant experience.</p> <p>2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS Word, MS Excel and Power Point, etc. is essential.</p> <p>3. Should not be more than 64 years of age on the last date for receipt of application.</p>	Rs.50,000/-	Central Council for Research in Siddha, HQ, Office, Tambaram Sanatorium, Chennai – 600 047.

## **General Conditions**

1. The candidates who fulfill the requirements may apply in the prescribed format as in Annexure alongwith copies of self-attested supporting documents on or before the closing date of **22.07.2024**.
  - Annexure-I for Domain Expert (Siddha).
  - Annexure-II for Consultant (Tamil Literature) / Consultant (IT).
  - Annexure-III for Consultant (Admin) and Consultant (Audit).
  - Annexure-IV for Personal Secretary to DG, CCRS.
2. Incomplete application, application not submitted in prescribed format and application without supporting documents asked for, shall be summarily rejected.
3. **The Name of position is required to be superscribed on the envelope containing the application.**
4. Age and experience of the candidates will be determined as on the closing date of receipt of Application. Age relaxable in the case of SC/ST/OBC/PwD candidates as per Government Rules issued from time to time.
5. The term of engagement for the position of Domain Expert (Siddha) shall ordinarily be for an initial period not exceeding one year, which is curtailed in the midway or extended at any time at the discretion of the Competent Authority by another one year.
6. In case of Consultant (Audit) and Consultant (Admin), the term may be extended based on a review of the task and the performance of the contract appointment beyond two years after the age of superannuation, where adequate justification exists, provided it shall not be extended beyond five years after superannuation.
7. The appointment will be initially for a period up to 31.03.2025 for the above said positions, which may be extended further for a period of one year.
8. The engagement of above posts will be purely on contractual basis and it confers No right to claim for continuation or regularization of appointment.
9. The candidates should bring with them the originals of all the requisite documents/ certificates etc. for verification. Verification of Documents/ Certificates will be done before the Personal Interview also.
10. If considered necessary, written test will be held on the same day, to shortlist the candidates.
11. The Competent Authority reserves the right to postpone/cancel the recruitment process at any stage for all/any of the above posts at any time.
12. The number of vacancies for the above positions is liable to vary according to need and place of posting. This is subject to change without any notice.
13. No TA/DA will be admissible for attending the Personal Interview.
14. The candidates should report for the Personal Interview at the stipulated date/time.
15. Interested candidates may, in their own interest, ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for the Personal Interview.
16. **Candidates are requested to see the Council's website on regular basis for any announcement in this regard.**
17. Canvassing in any form will be a disqualification.

**Director General, CCRS**

**List of original documents to be submitted on the day of Personal Interview**

- 1) **Age proof** : 10<sup>th</sup> /12<sup>th</sup> Standard certificate – No other documents will be accepted as proof of age.
- 2) **Educational Qualification:**
  - a) Degree certificate issued by Recognized University/ Institution.
  - b) Registration certificate in the case of Domain Expert (Siddha).
- 3) **Experience Certificate, if available:** Certificate indicating clearly the name of the Organization, duration of employment (date, month & year), pay drawn, etc.
- 4) **Pension Payment Order - Required in case of Consultant (Audit), Consultant (Admin).**

**Note: The candidates are to attach one set of self-attested photocopies of all the above documents/ certificates, etc. along with the application.**

**CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI**

**Application for: Domain Expert (Siddha) on Contract basis**

1. Name in full (in CAPITAL letters) : \_\_\_\_\_  
(Enter the name as given in Matric/  
SSLC Certificate.)

2. Father's/ Husband's Name : \_\_\_\_\_

3. Whether belongs to SC/ST/OBC/PwD: \_\_\_\_\_

4. Address (in CAPITAL letters) : \_\_\_\_\_

Pincode

5. E-mail ID (in CAPITAL letters) : \_\_\_\_\_

6. i) Mobile No. :

ii) Alternate Mobile No. :

7. Date of birth (Proof should be enclosed) :

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

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
Degree					
PG degree					
Others					

Affix one  
passport size  
colour  
photograph

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

Post held	Name of the Deptt./ Institution/ Organization	Duration		Duration (years & months)	Scale of pay/ remuneration	Nature of duties
		From	To			

10. Particulars of registration:

Registration No.	Date of registration	Authority with whom registered	Status of renewal of registration

11. Particulars of publications in the reputed Journals, if any :

12. Knowledge of Computer :

13. Other information, if any :

I declare that all statements recorded in the application form are true to the best of my knowledge and belief.

Place:  
Date:

Signature of the Applicant

**CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI**

**Application for Consultant (Tamil Literature)/ Consultant (IT) on Contract basis**

**Name of the Position applied:** \_\_\_\_\_

1. Name in full (in CAPITAL letters) : \_\_\_\_\_  
(Enter the name as given in Matric/  
SSLC Certificate.)

2. Father's/ Husband's Name : \_\_\_\_\_

3. Whether belongs to SC/ST/OBC/PwD: \_\_\_\_\_

4. Address (in CAPITAL letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pincode

5. E-mail ID (in CAPITAL letters) : \_\_\_\_\_

6. i) Mobile No. :

ii) Alternate Mobile No. :

7. Date of birth (Proof should be enclosed) :

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

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialization	Distinction, if any
10 <sup>th</sup> /SSLC					
Degree					
Others					

Affix one  
passport size  
colour  
photograph



9. Details of service particulars:

Post held	Name of the Deptt./ Institution/ Organization	Length of service		Scale of pay	Nature of duties
		From	To		

10. Knowledge of Computer :

11. Other information, if any :

I declare that all statements recorded in the application form are true to the best of my knowledge and belief.

Place:

Signature of the Applicant

Date:

**CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI**

**Application for Consultant (Admin) and Consultant (Audit)**

**Name of the Position applied:** \_\_\_\_\_

1. Name in full (in CAPITAL letters) : \_\_\_\_\_  
(Enter the name as given in Matric/  
SSLC Certificate.)

2. Father's/ Husband's Name : \_\_\_\_\_

3. Whether belongs to SC/ST/OBC/PwD: \_\_\_\_\_

4. Address (in CAPITAL letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pincode

5. E-mail ID (in CAPITAL letters) : \_\_\_\_\_

6. i) Mobile No. :

ii) Alternate Mobile No. :

7. Date of birth (Proof should be enclosed) :

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

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialization	Distinction, if any
10 <sup>th</sup> /SSLC					
Degree					

Affix one  
passport size  
colour  
photograph

Others					
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9. Details of service particulars:

Post held	Name of the Deptt./ Institution/ Organization	Length of service		Scale of pay	Nature of duties
		From	To		

10. (a) Pay drawn, including pay matrix at the time of retirement:

(b) Basic Pension :

11. Knowledge of Computer :

12. Other information, if any :

I declare that all the information supplied by me, as above, are true, complete and correct to the best of my knowledge and belief.

Place:

Signature of the Applicant

Date:

**CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI**

**Application for Personal Secretary to DG, CCRS on Contract basis**

1. Name in full (in CAPITAL letters) : \_\_\_\_\_  
(Enter the name as given in Matric/SSLC Certificate.)
2. Father's/Husband's name : \_\_\_\_\_
3. Whether belongs to SC/ST/OBC/PwD: \_\_\_\_\_
4. Address (in CAPITAL letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Pincode
5. E-mail ID (in CAPITAL letters) : \_\_\_\_\_
6. i) Mobile No. : i)
- ii) Alternate Mobile No. : ii)
7. Date of birth (Proof should be enclosed) :
8. Educational Qualifications:  
(Attach self-attested copies of relevant documents)

Affix one  
passport size  
colour  
photograph

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
Degree					
PG degree					
Others					

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

Post held	Name of the Deptt./ Institution/ Organization	Duration		Duration (years & months)	Scale of pay/ remuneration	Nature of duties
		From	To			

10. Other information, if any :

I declare that all statements recorded in the application form are true to the best of my knowledge and belief.

Place:

Signature of the Applicant

Date: