



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
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ADVERTISEMENT No. 03/2022

Commencement of Application filing date	15.07.2022
Closing date of receipt of applications	14.08.2022

Applications are invited from suitable candidates within the aforesaid period for the under-mentioned posts, to be filled at AYUSH Wellness Clinic at Rashtrapathi Bhawan, New Delhi and CCRAS/other peripheral institutes under Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt of India. The Sl. No. 2 & 3 below are unit based post, for which the seniority and reservation rosters maintained separately by them.

Sl No	Post & scale of pay	Number of Vacancies and category	Location of vacancies	Maximum Age	Classification	Essential qualification
1.	Research Officer (Ayurveda) - Pay Matrix-Level 10 +NPA as applicable	3-UR 1-OBC 4 Post	2 at Delhi & 2 at anywhere in India under CCRAS	Not exceeding 40 years	Group "A" Equivalent	Essential: a) Post graduate Degree (MD/MS) in Ayurveda from any University/Institution recognized by CCIM/NCISM b) Enrolment on the Central Register of CCIM/ NCISM or State Register of Ayurveda/ISM.
2.	Pharmacist (Grade-I)- Pay Matrix Level-5	17 UR 07 OBC 01 SC 25 Posts	1 (UR) each at Delhi, Kolkata, Bengaluru, Ranikhet, Port Blair, Gwalior Dimapur, Cheruthuruthy, Chennai, Jammu and Patna 1 (OBC) each at Bhubaneswar, Ahmedabad, Jaipur, Gwalior, Chennai, Jammu and Patna 2 -UR each at Guwahati, Gangtok and Itanagar 1 - SC at Cheruthuruty	Not exceeding 27 years	Group "C" Equivalent	Essential: Diploma in Pharmacy/D Pharm (Ay) from recognized University/Institution with two years experience in recognized Ayurvedic Hospital; Or B Pharm (Ay)

3.	Panchakarma Technician)- Pay Matrix Level-4	08 Posts UR	4-UR at Delhi & 2-UR each at Kolkata and Bhubaneswar	Not exceeding 27 years	Group "C" Equivalent	Essential: (a) Diploma or certificate course in Panchakarma of minimum one year duration from recognized Institution; (b) Three years experience in a recognized Ayurvedic Hospital/Institution.
4.	Research Officer (Information Technology) – Pay Matrix Level-10	01 Post UR	CCRAS	Not exceeding 40 years	Group 'A' Equivalent	Essential: (a) Master's Degree in Information Technology / Computer Science from any recognized University / Institute; (b) Three years experience after obtaining Master's Degree in relevant subject from any Recognized / Registered Research / Academic / Institution / Laboratory / Industry or Ph.D. in for only the candidates holding M. Sc. Degree as per (a) above.

NOTE:

- i) Vacancies in respect of the above mentioned Group 'A' & 'C' may increase or decrease as per the requirement.
- ii) Only online application and payment of Fee through Net Banking, Debit Card, Credit Card, etc. will only be accepted.
- iii) Please refer to instruction under "HOW TO APPLY" in this advertisement for filling-up Online Application Form and also the detailed instructions given in the instruction page of Online Application. The online application form for all the post should be filled in by the candidates in English language only.
- iv) Candidates in their own interest are advised, not to wait till the last date & time and register well within the time. CCRAS shall not be held responsible, if the candidates are not able to submit the application before closure of application.

1 CONCESSIONS/RELAXATIONS

- 1.1 The candidates belonging to SC/ST/EWS/PWD/category and Female candidates applying for any of the Group "A" & "C" posts are exempted from payment of application fee. However, candidates belonging to these categories have to indicate their SC/ST/EWS/PWD category in the application form.
- 1.2 Reservation of posts for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Castes –Non-Creamy Layer (OBC-NCL) etc. are as per Government of India Directives.
- 1.3 Maximum age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC-NCL candidates as applicable and 10 years for PWD (UR), 13 years for PWD (OBC-NCL) and 15 years for PWD(SC/ST) candidates, as applicable.
- 1.4 The reserved category candidates are required to submit original caste certificate in prescribed format of the Government of India, issued by the competent authority at the time of document verification, in support of their claim.
- 1.5 The age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against unreserved post, are not entitled for any age relaxation. However, the applicants belonging to Persons with Benchmarked Disability (PWD) category shall be entitled to get age relaxation as admissible to them irrespective of the fact whether the post(s) is/are reserved for PWD or otherwise.

- 1.6 Government Employees claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be not less than three years on or before 01.01.2022. They should continue to have the status of Government Employees from the date of application till the time of appointment, in the event of their selection.
- 1.7 The certificate pertaining to Scheduled Caste/Scheduled Tribe/Other Backward Class, etc., must be in the format prescribed by the Department of Personnel & Training, Government of India and must have been issued by the prescribed competent authority.
- 1.8 Only such PWD persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent (Forty percent) of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority. The Certificate for PWD must indicate the percentage of disability.
- 1.9 The PWD candidates with disabilities of forty percent (40%) or above can avail the assistance of a scribe, if so desired, as per the stipulations of Ministry of Social Justice & Empowerment, Deptt of Disability Affairs OM No 16-110/2003-DD-III dated 26 February, 2013, in the written examination subject to such a request being made in the application form. In this connection Ministry of Social Justice & Empowerment OM NO 34-02/2015-DD-III(Pt) dated 01 January, 2019 as circulated for compliance by Ministry of AYUSH vide OM No X-18030/8/2019-CDN PP&C dated 25 January, 2019 may be referred. Question Papers and Answer Sheets will not be provided in Braille. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 1.10 The Certificate for Other Backward Class must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8/9/93 as amended from time to time. OBC certificate in the non-creamy layer status should have been obtained within 3 years before the closing date for receipt of application. Further, the candidates belonging to OBC will also be required to submit a declaration that as on the closing date they do not belong to the creamy layer.
- 1.11 The OBC candidates belonging to "Creamy Layer" are not entitled to concession entitled to OBC-NCL candidates and such candidates have to indicate their category as Unreserved (UR).
- 1.12 Maximum age limit is relaxable by 5 years for candidates who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989 as per Government of India G.S.R. 208(E) dated the 10th April, 1997 as amended from time to time.
- 1.13 Ex-servicemen shall be allowed to deduct the period of their military service from their actual age and if the resultant age does not exceed by more than three years of the maximum age limit prescribed for the posts for which a candidate seeks appointment, he/she shall be deemed to satisfy the condition regarding maximum age limit as per Govt of India orders issued from time to time.
- 1.14 Age relaxation to the extent as laid down by the Govt of India from time to time for Widows, divorced women & women judicially separated from their husbands, sportspersons and any other category as laid down by the Govt of India will be available.

2 SELECTION PROCEDURE:

- 2.1 Selection for Group "A" post, i.e. Research Officer (Ay) and Research Officer (Information Technology) will be through a written Test followed by an Interview. The written test will comprise 70 marks and interview will comprise 30 marks. In case of all other Group "C" posts, the selection will be based only on the basis of performance in the written test comprising 100 marks.
- 2.2 The indicative scheme of written Test for Group "A" post of RO (Ay) and RO (IT) and Group 'C' Post of Panchakarma Technician and Pharmacist (Grade-I) comprising 70 marks and 100 marks respectively, will be notified separately on the Council's website.
- 2.3 The questions will be bilingual, i.e. in English and Hindi.

2.4 The duration of written examination for Group 'A' post will be 60 minutes and that of Group 'C' post will be 90 minutes. Extra time for PWD candidates, if any, will be 20 & 30 minutes for Group 'A' and Group 'C' posts respectively.

- (i) There will be 0.25 negative marking for each wrong answer in the written test.
- (ii) The individual has to satisfy himself/herself that he/she fulfils the eligibility criteria for the post applied. If at any stage he/she is found to be ineligible, his/her candidature will be cancelled.
- (iii) Merely satisfying the eligibility conditions, will not entitle a candidate to be called for written test or interview.

3 APPLICATION FEE

3.1 Applicants other than those belonging to exempted categories are required to pay a Non-Refundable amount of Rs.1500/- for each Group 'A' posts and Rs.200/- for each Group 'C' posts for which the candidate wishes to apply.

APPLICATION FEE	
For Group "A" Posts:	
Unreserved & OBC candidates	Rs. 1500/-
Exempted Categories: SC/ST/PWD/EWS/Women candidates	Nil
For Group "C" Posts	
Unreserved & OBC candidates	Rs.200/-
Exempted Categories: SC/ST/PWD/EWS/Women candidates	Nil

3.2 CCRAS will accept Application Fee only through on line Payment Gateway of State Bank of India – Multi-Option Payment System (SBI MOPS). Application Fee submitted by any other mode i.e., Cash, Postal Order, Demand Draft, etc. will not be accepted. In case applicant is applying for more than one post, he/she shall have to remit application and fee separately for each post as applicable.

3.3 However bank charges plus GST shall be levied extra on the candidate depending on the type of payment mode.

3.4 Once the Application is filled-in and submitted, the candidates other than exempted categories will automatically redirected to Online Payment Gateway i.e., State Bank of India Multi Option Payment System (SBI-MOPS) via Debit Card, Credit Card, or Internet Banking etc.

4 CITIES OF EXAMINATION

The Computer Based Test will be conducted in Test Centres located at (1)Ahmadabad, (2)Bengaluru, (3)Bhopal, (4)Bhubaneswar, (5)Chandigarh/Mohali (6)Chennai, (7)Dehradun, (8)Guwahati (9)Hyderabad (10)Jaipur, (11)Jammu, (12) Kolkata, (13)Lucknow. (14) Mumbai (15)Nagpur, (16)New Delhi & Greater Noida, (17)Panaji, (18)Patna,(19)Raipur, (20)Ranchi, (21)Shillong, (22)Thiruvananthapuram/Kochi, (23)Varanasi and (24)Vijayawada. However, CCRAS reserves right to cancel or add more cities and centres. The computer based test could be shifted to any other city of examination depending upon the administrative feasibility.

5 HOW TO APPLY:

5.1 Candidates are advised to read following instructions carefully before applying on-line and also all the instructions given on main instruction page of on-line applications.

5.2 Candidates are required to apply through Online Application LINK hosted at CCRAS website www.ccras.nic.in in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps by Registration and Login to Fill-in and Submission of Online application.

- 5.2.1 Candidates should have a valid personal e-mail ID and Mobile Number which should be kept active during the currency of this recruitment process. The system generated Login ID (Application Sequence Number), Password to Login at Online Application portal to completed online registration and submission of Online Application, download Admit Card for Test, Call Letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box). The candidates are, therefore, required to check regularly their e-mail for any communication from CCRAS. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for appearing in computer based test will not be sent by post.
- 5.2.2 Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted (Step 2) finally by clicking submit button, no change / edit will be allowed, thereafter.
- 5.2.3 If a candidate intends to apply for more than one post, he/she will have to submit individual on-line application for each post along with prescribed application fees (as applicable). In such a case he/she should have separate valid email ID for applying for each post.
- 5.2.4 The candidates should ensure the completion of both the **Step 1 and Step 2** (Registration & Submission of Online Application and online payment of Application Fee (if applicable) by the stipulated date and time.
- 5.2.5 Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/ information:-
- His/her personal details.
 - His/her scanned photograph and signature (as per dimensions given below).
 - His/her caste/Category certificate for SC/ST/OBC (as per Central Govt. format of current year)
 - Disability Certificate issued for PWD candidates (as per Central Govt. norms)
 - His/Her Discharge Certificate (retirement) in case of Ex-Serviceman Candidate
 - His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
 - Any other details/documents required relating to eligibility Criteria.
- 5.3 Candidates are now ready to apply on-line by visiting the CCRAS website and going to the tab "VACANCIES" on CCRAS website: www.ccras.nic.in
- 5.4 Please read instruction Page of Online Application for Sign-up for generation of Login ID and PASSWORD.
- 5.5 First, the candidate has to Register (Step-I) by filling-up details of Name, Mobile No. and E-mail ID etc. On successful sign up, the system will generate User ID (Application Sequence Number) and Password and send it to the registered Email ID and Mobile Number of the Candidate to Login and complete Online Registration.
- 5.6 Now the candidate has to re-login as a registered user and change the password as per his/her choice.
- 5.7 Step-II: After re-login by using User ID & Password. Click on 'Go to Application' tab and fill up details of Post Applied, Personal Details, Qualification, Experience, Upload Photograph, Signature, Caste Certificate, PwD Certificate, Discharge Certificate, Education Qualification, Experience Certificate(s) and Scribe Declaration Form (if applicable), etc. appearing under various tabs and submit application by clicking submit button. The candidate other than those belonging exempted categories will be diverted to Payment Gateway for payment of application fee online via SBI-MOPS through net banking, debit cards or credit cards etc.

5.8 Instructions regarding scanning of PHOTGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:

5.8.1 Photograph Image:

- Photograph must be a recent passport size colour picture (Clicked in year 2022)
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- Size of scanned photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

5.8.2 Signature image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on admit card and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred)
- Ensure that the size of the scanned image is not more than 20kb.

5.8.3 Scanning the Photograph & Signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size should be as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG/JPEG format. An example file name is: Image01.Jpg or image0.1jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon."
- Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using "Save As" option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the "Image" menu.
- Similar options are available in other photo editor also.
- If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- The candidate should now login to upload his/her photograph and signature, as per the instructions given in the following paragraphs:

5.8.4 Instructions regarding uploading the photograph and signature:

- While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
- There will be two separate links for uploading photograph and signature
- Click on the respective link to Upload Photograph/Signature
- Browse and select the location where the scanned photograph/signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button. With this command the photograph / signature will get uploaded.

- 5.9 After the registration is confirmed by the system and after completion of Step-2, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain a copy of information filled in by the candidate. The candidate should keep a copy of this information sheet after submission of the same for his future guidance. This should NOT be sent to CCRAS.
- 5.10 The link for downloading Admit card for appearing computer based test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards after login. The candidates can also download their admit cards from the CCRAS website using their LOGIN ID (Application Sequence Number) and Password. Candidates will not be allowed to enter the examination hall without valid admit card and photo identification card.
- 5.11 Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this Advertisement Notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the CCRAS's website on account of heavy load on internet/website jam/disconnection.
- 5.12 CCRAS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CCRAS.
- 5.13 Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
- 5.14 Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time of document verifications.
- 5.15 The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the CCRAS, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in CCRAS on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in CCRAS.

6 GENERAL INSTRUCTIONS

- 6.1 The candidate must be either
- A citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
 - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination provisionally but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- 6.2 The posts are temporary but likely to continue. Fresh appointees shall be governed by New Pension Scheme. The candidates selected will be on probation for two years which may be extended at the discretion of the competent authority to a maximum period of one year.

- 6.3 The posts carry all India transfer liability and the candidates must be willing to serve in any peripheral Institutes/Centres/Units of the Council.
- 6.4 The eligibility of the candidates in terms of educational qualification, age etc. as stipulated in advertisement shall be determined as on 01.01.2022, which will remain unchanged even in case of extension of the closing date for submission of applications. Candidates in their own interest are advised to ensure that they are eligible in all respects before applying for the post. It is also clarified that candidate should be acquired essential qualification, registration, experience and age etc. in all aspects as per advertisement on 01.01.2022
- 6.5 Experience will be reckoned as on 01.01.2022
- 6.6 CCRAS reserved the right to increase/decrease the number of vacancies as per the requirement.
- 6.7 Persons already in service must submit their applications online as well as through proper channel. While forwarding applications of in-service candidates, Head of the Institutions should certify that the applicant is free from disciplinary and Vigilance angle and that no vigilance proceedings are pending.
- 6.8 Qualified SC/ST candidates for any of the Group "A" posts when called for interview will be paid Sleeper Class railway fare for onward and return journey by shortest route as per rules on production of railway tickets.
- 6.9 **Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent to CCRAS by post.**
- 6.10 Candidates desirous of applying for more than one post are required to apply on-line for each post separately.
- 6.11 Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment nor for selection process in future, even if the recruitment process is cancelled.
- 6.12 In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- 6.13 Canvassing in any form by or on behalf of any candidate, or bringing political or other outside influence with regard to selection/recruitment/posting will lead to disqualification of candidature.
- 6.14 Director General, CCRAS, reserves the right to cancel the recruitment for all/any of the posts without assigning any reasons.
- 6.15 Answer Keys will be placed on the Council's website after written examination. Any representation regarding Answer Key received within 03 (three) days of uploading the Answer Key will only be considered and the decision of the Subject Expert/Council in this regard will be final.

- 6.16 The details submitted by the candidates in their application form will be verified with the documents submitted before offer of appointment letter is issued.
- 6.17 Only the date of birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.
- 6.18 The decision of the CCRAS about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- 6.19 Identity Verification: The candidates called for computer based test must carry at least one valid Photo Identity Card (in original), bearing Photograph, Name, Date of Birth of the Candidate, such as EPIC Card, Driving License, PAN Card, Passport, Aadhaar Card, Identity Card issued by the Government to the Examination Centre. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, she/he will not be allowed to appear for document verification and his/her candidature will be treated as cancelled.
- 6.20 Biometric Data Capturing and Verification: The biometric data (right thumb impression or otherwise) and the photograph of the candidates who will be appearing for CBT CCRAS will be captured to verify identity of the candidate. The biometric data and photograph will be captured / verified on the following occasions:
- (i) Before the start of the examination it will be captured at Test Center during pre-exam registration
 - (ii) At the end of examination before leaving the computer lab at Test Centers for verifications
 - (iii) At the time of document verification before the interview, if shortlisted OR before Joining if provisionally allotted
- 6.21 The decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- 6.22 Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.
- 6.23 Candidates are requested to take care of the following points in order to ensure a smooth process:
- (i) If fingers are coated (stamped ink/mehndi/colored etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
 - (ii) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (iii) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (iv) If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.
- 6.24 Character & Antecedent Verification: In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of the Council.
- 6.25 SC/ST Caste Certificate: Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to submit the self-attested copy of Caste certificate issued by the Competent Authority at the time of document verification, which will be verified by the Council.

- 6.26 OBC (NCL) Certificate: The OBC candidates included in the Central List having certificate in the format prescribed by Central Government will be given benefit of OBC Non-Creamy Layer Reservation. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC community as per rule of Govt. of India as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. The certificate will be verified by the Council.
- 6.27 The selection process / recruitment do not involve any correspondence by the CCRAS with candidate at any stage regarding deficiency in application/documents/payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/documents etc. No correspondence will be entertained from the candidates found ineligible and not called for computer based test or document verification or for non-selection.
- 6.28 The candidate must note that the mere fact that an admit card for appearing in computer based test has been issued to him/her, does not imply that the candidature has been finally accepted by the Council or that the entries made by the candidate in his/her application have been accepted by the Council as true and correct.
- 6.29 The candidates are advised in their own interest that they should not furnish any document/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
- 6.30 Action against Misconduct & Unfair Means during CBT/Selection Process: At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
Using unfair means during the examination; or
- (a) Impersonating or procuring impersonation by any person; or
 - (b) Misbehaving with test administrators, invigilators at Test Centres, or disturbing or damaging computers, equipments or computer networks of test centre; or
 - (c) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - (d) Using undue influence for his/her candidature by any means; or
 - (e) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - (f) Giving wrong information regarding his/her category (SC/ST/OBC/EWS/PWD/Ex-Servicemen) while appearing in the examination or thereafter; or
 - (g) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
 - (h) Being in possession of calculator, mobile phone, pager, Bluetooth, headphone, earplug, laptop, i-pad and other computing /communication devices; or
 - (i) Possessing any form of textual material / handwritten (or typed) pages, etc.

In addition to rendering the candidate liable to legal/criminal prosecution, the candidate will be:

- (i) **Disqualified from the examination and /or ;**
- (ii) **Debarred either permanently or for a specified period from any exam/recruitment and /or;**
- (iii) **Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of CCRAS.**

- 6.31 Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, iPad and other computing /communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by CCRAS/Examination Centre.

- 6.32 There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in CCRAS and also action may be taken against him under Indian Penal Code.
- 6.33 Any further information/corrigendum/details regarding applications or applicants/ any other information regarding schedule of examinations or call letters for document verification/Instruction notices / results /panels shall be posted only on the official website of CCRAS i.e., www.ccras.nic.in No publication in any other media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of CCRAS very frequently.
- 6.34 In case of any inadvertent mistake in the process of selection or technical glitch which may be detected at any stage even after the issue of appointment order, CCRAS reserves right to modify/withdraw/cancel any communication made to candidates.
- 6.35 In case of any dispute, any suite or legal proceeding against CCRAS, the territorial jurisdiction shall be restricted to the Courts in Delhi.
- 6.36 Any queries related to ONLINE APPLICATION/SOFTWARE shall be replied from the help desk toll-free number +91 7353009094 to the candidate.
- 6.37 Information uploaded on Council's website shall not be provided under Right to Information Act, 2005. The online application portal shall display the Online Application of the Candidate, Online Objection Link for challenging questions/responses, the final QP HTML link displaying particulars of candidate, questions, responses, correct response finalised by subject matter expert, valid/invalid questions, etc will be made available to candidate through online link only for a specified period and thereafter it shall be discontinued. Therefore the candidates are advised to download the information and keep them for future reference. Any application under Right to Information Act, 2005 shall be entertained in due course of selection process and will be provided only after declaration of final results.
- 6.38 The decision of CCRAS in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- 6.39 Disclaimer: On-Line Application validation rules and design are based on recruitment Advertisement (NO.3-2022) published at CCRAS website. However, candidates are advised to read the recruitment advertisement/vacancy announcement carefully and should ensure that he/she fulfils eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/selection process is "PURELY PROVISIONAL" pending scrutiny of your eligibility as mentioned in the Advertisement (NO.3/2022) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, category, sub-category, application fee, essential educational qualification(s) and experience prescribed for the post his/her candidature will be rejected at any stage of selection process and even after appointment.

Administrative Officer (Rectt.)