

**REGIONAL AYURVEDA RESEARCH INSTITUTE FOR LIFE STYLE
RELATED DISORDERS**

Poojapura, Thiruvananthapuram - 695 012, Kerala

WALK-IN-INTERVIEW


It is proposed to conduct a walk-in-interview to engage the services of one Office Assistant (Admn.) as per details given below on contract basis on consolidated payment for a period of six months, which may be curtailed or extended at the discretion of the competent authority.

Sl. No.	Name of the post	Qualification	Age Not exceeding as on 1/1/16	Remuneration (Rs.)	Tenure of service	Date and time of interview
1.	Office Assistant (Admn.)	Retd. Govt. Staff with experience in dealing Accounts and Administration and knowledge in computer application	60 yrs	20,000/-	6 months.	Interview on 04.10.16 at 2.30 p.m

Interested candidates fulfilling the qualifications prescribed above are requested to appear for the Interview on the above mentioned address, at the scheduled date and time in the Chamber of the Assistant Director-in-Charge. Applicants should bring their bio-data, two passport size recent photographs and attested photocopies of the certificates along with originals for verification.

General Conditions:

1. The eligibility of candidate in respect of age will be determined as on 1/1/16.
2. No TA/DA will be admissible for attending the interview.
3. The format for submission of bio-data may be downloaded from the Council's website.


Assistant Director-in-Charge

TERMS AND CONDITIONS

1. The engagement will be initially for a period of six months with effect from the date of her/his joining which can be extended or curtailed at the discretion of the competent authority.
2. The engagement can be terminated at any time without notice and assigning any reason thereof.
3. No leave is admissible other than Casual Leave.
4. He /She will abide by the rules of discipline and other office procedure as applicable to the employees of the Council.
5. He/She will not be treated as the employee of the CCRAS, New Delhi.
6. He/She will not be allowed to take up any other assignment during the period of the contract and he/she has to complete the period of tenure.
7. He/She will apply one month notice in advance if resigning from his/ her services during the tenure.
8. He/She will not be entitled to any DA or the fee or any other relief.