



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, रास्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, 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
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

ग्राम : आयुष
Gram : "AYUSH"
Fax : 28520748
EPBX
28525852, 28520501
28522524, 28525831
28525862, 28525883
28525897

ADVERTISEMENT NO.01/2015.

Central Council for Research in Ayurvedic Sciences, an autonomous organization of Ministry of AYUSH, Govt. of India, invites applications for the following post:-

- Name of the Post** : **Administrative Officer**
No. of vacancy : **02.**
SC-1
OBC-1
The No. of vacancies may vary subject to requirement of the Council.
Age : Not more than 35 years as on 1.1.2015. Relaxation admissible as per Central Govt. Rules in force.
Scale of Pay : Pay Band-3 (Rs. 15600-39100)+Grade Pay Rs. 5400/-
Qualification : **Essential:**
1. A Degree from a recognised University.
2. At least 7 years experience in a Government/Semi Government/Public Undertaking or Institute of repute of which about 3 years should be in a supervisory capacity.
Desirable:
Adequate experience in personnel management with thorough knowledge of accounts, budget, budgetary control, Government rules and regulations and administrative and establishment procedures.

GENERAL CONDITIONS OF THE SERVICE

1. The post is temporary but likely to continue. The fresh appointee shall be governed by new pension scheme. However, those who have already been regulated in old Pension Scheme, their service can be considered in old Pension Scheme subject to fulfilment of conditions in force. The candidate selected will be on probation for two years and is transferable to anywhere in India under the Council's Institutes/Centres/Units. Candidates must be willing to serve anywhere in India.
2. The application forms can be downloaded from the Council's Website www.ccras.nic.in. The application along with the copies of testimonials and certificates should be accompanied by a demand draft of ` 100/- drawn in favour of the Director General, CCRAS, New Delhi. Physically handicapped and women candidates are exempted from application fee.
3. The application for the above post is to be submitted **by 30th June, 2015**. The applications received after due date will not be considered under any circumstances.
4. Persons already in service must submit their applications through **proper channel**. While forwarding applications of in-service candidates, Head of the Institutions should certify that the applicants are free from Administrative and Vigilance angle and that no vigilance proceedings are pending or contemplated. Photocopies of ACRs/APARs of the candidate(s) for the last five years alongwith list of penalties imposed during the last years may also be forwarded along with application in sealed covers. The advance application will not be entertained.
5. Candidates called for interview will be paid 2nd class railway fare for to and fro journey by shortest route as per rules on production of Railway Tickets.
6. Late applications / incomplete applications or applications received without Bank Draft and attested copies of experience, academic qualification, age and community will summarily be rejected.
7. Canvassing in any form by or on behalf of any candidate, or bringing in political or other outside influence with regard to selection / recruitment will disqualify the candidate.
8. Director General, CCRAS reserves the right to cancel the recruitment for the post without assigning any reasons.
9. **Note:-** Since it is not possible to call all the eligible candidates for the interview, the applications will be short-listed for this purpose and the decision of the Director General, CCRAS will be final in this regard.

Administrative Officer (Rectt.)
CCRAS