



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, 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

No. 2-10/2017-CCRAS/Rectt

Dated 30 March 2018

REQUEST FOR PROPOSAL (RFP)

Director General, CCRAS, New Delhi invites sealed proposals under two bid systems (Technical and Financial Bids) on the prescribed form for the outsourcing of recruitment related activities of Research Officers, Assistant Research Officers, Research Assistants and Staff Nurse:

Sl No	Name of Activity	Earnest Money Required	Cost of RFP (Non refundable)	Proposed date and time
1.	Recruitment related Activities. (As per RFP Documents)	Rs.3,00,000 /-	Rs.100/-	1. Time & date of receipt of proposal – Upto 1400 hrs of 03.05.2018. 2. Time and date of opening of technical Bids- At 1130 hrs on 04.05.2018. 3. Pre-bid Conference –cum-presentation- At 1530 hrs on 16.04.2018 in committee Room CCRAS, HQrs, 2 nd Floor, 61-65, Institutional Area, Opp D Block Janak Puri, New Delhi-110058.

.....2/-

-2-

2. The Total work as specified in the scope of work is required to be executed form Delhi/NCR only.

3. The RFP documents will be available on CCRAS website (www.ccras.nic.in) which can be downloaded by the interested firms. The cost of this downloaded RFP documents (Rs.100/-) has to be deposited in the form of a separate BR/Banker's Cheque drawn in favour of Director General, CCRAS, payable at SBI, Extn Counter, Janak Puri, D Block , New Delhi along with the Technical Bids.

4. Any subsequent amendment/modification/corrigendum will be uploaded only on the CCRAS website and shall not be published in Newspapers.

(Rakesh Kumar)
Administrative Officer (E&R)
For Director General

REQUEST FOR PROPOSAL

FOR

**CARRYING OUT COMPUTER BASED ONLINE WRITTEN
EXAMINATION FOR RECRUMENT TO THE POSTS OF
RESEARCH OFFICERS, ASSISTANT RESEARCH OFFICERS,
RESEARCH ASSISTANTS AND STAFF NURSE**

**CENTRAL COUNCIL FOR RESEARCH IN
AYURVEDIC SCIENCES (CCRAS)**

Table of contents

SI. No.	Particulars	Page
I	Introduction	1
II	General Information	1
III	Applications likely to be received	1
IV	Scope of Services	1-2
V	Methodology	2-5
VI	Technical Criteria for the Companies	6-7
VII	Instructions to the Company Pre-requisites for bidding Firms Quality and adherence to the schedule Earnest Money Performance Security Terms of Delivery Liquidated Damages Proof of similar work executed in the past Negotiations Penalty Clauses	7-12
VIII	Evaluation of Technical Bid	12-13
IX	Proposal Response	13
X	Submission of proposal (Two Bid)	14
XI	MISCELLANEOUS A) Confidentiality B) Force Majeure C) Arbitration D) Disputes	15-16
	Appendix-‘A’ – Time schedule for execution of work related to the recruitment to different posts during the year 2017-18.	17
	Appendix-‘B’ – Details of Human Resources, Machinery & Equipments (i.e. printers/scanners specific to our request only)	18
	Appendix-‘C’ – Details of previous experience of executing similar works	19
	Appendix-‘D’ – Format for quoting rates.	20
	Appendix-‘E’ – Recruitment Centres (subject to change).	21
	Appendix-‘F’ – Proforma of Certificate to be submitted by the Firm.	22
	Details of posts likely to be filled	23
	Recruitment eligibility details	24-38

I. INTRODUCTION

1. The Central Council for Research in Ayurvedic Sciences (hereinafter called CCRAS) is an autonomous Organization under the administrative control of Ministry of AYUSH, Government of India. This Organization is an apex body engaged in formulation, coordination of research in Ayurvedic science on scientific lines. There are 30 peripheral Institutes/Centres under the administrative control of CCRAS. CCRAS is in process of initiating recruitment in respect of various research personnel under Group "A", "B" and "C" categories of posts. The time-schedule for execution of work is given at Appx"A". Research Officers in six disciplines, Assistant Research Officers in 10 disciplines, Research Assistants in 11 disciplines and Staff Nurse are intended to be recruited. The details of disciplines and precise number of posts to be filled are given at Page 23 of this document. The eligibility details for recruitment, comprising the educational qualification, scale of pay (as per VI CPC), classification, age limitation, experience, etc, in respect of each grade and each discipline are at Page 24 to 38 of this document.

II. GENERAL INFORMATION

2. CCRAS is looking for professional services for recruitment in respect of the above mentioned posts on the basis of competitive computer based test/examination, tentatively proposed to be held in five cities across the country, i.e., Delhi/NCR, Mumbai, Kolkata, Chennai and Guwahati. The number of centres could be increased or decreased depending upon the applications likely to be received. The scope of services shall have to cover all the stages of recruitment process right from the development of software for receipt of online applications from the candidates in response to the advertisement to be released by CCRAS till the submission of results/merit lists to the Officers so authorized by CCRAS for this purpose in a sealed cover. The results will have to be prepared on the basis of the cut off criteria set by CCRAS.

III. APPLICATIONS LIKELY TO BE RECEIVED

3. It is assumed, based on the past recruitment experience, that approximately 4600 to 4800 applications are likely to be received for the 206 technical posts proposed to be filled.

IV. SCOPE OF SERVICES

4. The scheme of examination shall comprise:
- (a) Design and development of software as per the requirement of CCRAS;
 - (b) Organize receiving of applications through on line system within the prescribed time limit to be laid down by CCRAS;
 - (c) Checking of data based on eligibility criteria as per Recruitment Rules and vacancy advertisement to be published;
 - (d) Compilation of data, generation of roll number, preparation of e-admit cards; Dispatch of admit card through e-mail at the candidate's registered e-mail address under the authorized signatory of CCRAS;

- (e) Setting and moderation of question paper for all the posts to be advertised as per the scheme and syllabus to be provided by CCRAS;
- (f) Printing of Attendance Sheets for each post, session-wise separately;
- (g) Encryption and decryption of question paper in English and Hindi languages only;
- (h) Management of centres for conduct of computer based test/examination at the tentatively proposed five centres, i.e., Delhi/NCR, Mumbai, Kolkata, Chennai and Guwahati and also to manage those centres which CCRAS may add, if required; Refer to Appx "E".
- (i) In case the required number of examination centres is not available due to any reason in the cities proposed, nearby town/cities may have to be taken for examination after acceptance by CCRAS of the said cities;
- (j) To conduct on line examination preferably on Saturday/Sunday;
- (k) The computer based test to be conducted in single, double, triple, or various sessions per day as per the scheme of examination for each post to be decided by CCRAS;
- (l) Preparation of result, merit list of the test/examination, as per cut off criteria, to be set by CCRAS.
- (m) Preparation of answer keys of the all the question papers, so as to display on the website subsequent to completion of written exam.

V. **METHODOLOGY**

5. A project implementation team, to be headed by a senior level officer/Manager, is to be constituted for smooth implementation of the assignment on receipt of Letter of Acceptance.
6. To design and develop a software as per the need and requirement of CCRAS; CCRAS would depute two Nodal Officers including one IT Officer, who shall provide inputs during the process of development, testing and commencement of the software for receipt of online applications.
7. On preparation of software by the company, CCRAS shall finalize the advertisement for candidates so as to ensure online application software and the advertisement is in tune. Subsequent to approval of the appointed Nodal Officers, the trail and test of the software including generation of challan and deposit of bank fee shall take place at the company to be contracted.
8. To organize receiving of applications through on-line system within the prescribed time schedule to be finalized by CCRAS. The gateway of on-line system shall be opened for a period of 30 days, starting from 1000 hours of the starting day to 1800 hours every day

till the closing day. The application fee shall be deposited by candidates through any of the branches of any Nationalized Bank, preferably State Bank of India through challan form to the designated bank account of CCRAS.

9. Registration process through on-line system has to provide a list of candidates who are declared to be provisionally eligible fulfilling the minimum eligibility criteria in respect of age, educational qualification, experience, etc.

10. To make arrangement for redressing the grievances of candidates at the Facilitation Centre. Nodal Officers from CCRAS would be available.

11. Ensure the presence of police personnel for the safe and secure conduct of examination. Officers from CCRAS would, however, be deputed to the centres of examination to observe the time of start and successful completion of examination.

12. In case of any police complaint, court case arising out of any complaint lodged, against CCRAS, either by the candidate or by any third party, full and complete assistance/inputs have to be provided, other than the expenditure of attorney fees/litigation fees, etc.

13. A separate e-mail account has to be generated for inviting the concerns of the candidates and for sending the admit cards to the candidates through online mode.

14. Any query raised by the candidates to be promptly replied relating to the issues of online applications, admit cards, etc.

15. E-admit cards to the provisionally eligible candidates to be sent through e-mail at their registered e-mail address under the authorized signature of an officer of CCRAS.

16. E-admit card shall have to be with photographs and scanned signature of the candidates and shall have to provide a link to CCRAS website so as to enable candidates to download the e-admit cards.

17. Attendance Sheets with scanned photos and scanned signatures shall be prepared and handed over to examination centres, a day in advance for matching photograph and signature of the candidates during the conduct of examination by the invigilators, in order to ensure that legitimate candidates are only appearing in the examination.

18. One facilitation counter shall have to be operational in each city of examination, one day prior to the date of online examination to redress grievances of candidates, if any, regarding the issues of admit cards.

19. The Facilitation Centre is required to be made operational, in the office premises of CCRAS HQs at Delhi and at its associated Institutions of each examination city from 1000 hours to 1200 hours.

20. The company to depute its representatives for conduct of examination in all centres. The computer based examination shall be conducted in 02 or 03 sessions per day preferably on Saturday/Sunday under the overall supervision of Nodal officer and in the presence of representative of the company.
21. CCRAS may depute their officials as observers to the examination centres on the day of examination and in such an eventuality list of observers would be supplied to the company in advance. All assistance to be provided to the observers by the company to prepare their report towards start and successful completion of computer based written examination.
22. The examination will be computer based with the question being provided on screen on a random basis with multiple choice answers, without any manual intervention.
23. The company to make arrangement for identifying computer based examination centres at Delhi/NCR, Mumbai, Kolkata, Chennai and Guwahati with sufficient trained manpower including IT expert, sufficient invigilators, support staff for each examination centres.
24. In case number of examination centres are not available in the tentatively decided cities, as mentioned above, nearby cities may also be taken for examination and in case the examination is to be held in any other city, it would be decided by CCRAS in consultation with the company to be contracted.
25. Servers at all centres to be provided for assured performance. Additional servers for back up will also be provided and mirror service will have to be provided to maintain audit trails of all activities of candidates during the course of examination.
26. The company to provide appropriate security, viz physical security, information security, server security, network security at all the examination centres to maintain the sanctity of examination.
27. A Standard Operating Procedure (SOP) for all the examination centres for all processes for safe and secure conduct of online examination along with rules for contingency and exception handling emergency procedures have to be provided by the company.
28. The company to arrange setting up a live command centre to monitor computer based examination process.
29. The company to make arrangement for soft copies of encrypted bilingual question paper sets for each centre not before two hours prior to start of examination in prescribed format. Decryption key for the question paper shall be provided by the company to the centres at mutually agreed time of examination.

30. The company to ensure that no mobile phone or any other electronic equipment is taken inside the examination centres. The company to make adequate arrangement out side the examination centre for deposit of such mobile phones or electronic equipments held by the examinees.

31. The company to provide sufficient time of about 15 to 20 minutes for orientation of the candidates on the structure of the examination, time limit and guidelines for answering the question papers.

32. The company to make arrangement for continuous mapping of candidates details including biometric thumb impressions identity at exam centres. Validation and verification of identity of candidates will have to be done before the examination. Machine/seat allocation and handling of security parameters, to be finalized a day before the examination. Attendance and biometric (Photograph & thumb impression) will be captured during the examination as the same will be used for authentication purpose later.

33. At the end of examination, data regarding candidate response and audit trails on secured channel from local server to central server shall have to be transferred within an hour by the company.

34. The company to undertake the activities relating to preparation of results by applying the answer keys to the responses made by candidates.

35. The company to provide result analytics in desired domains (age, gender, location, etc) to CCRAS. The same would be submitted to the authorized Nodal officers.

36. The question papers for each post will be objective type questions consisting of 100 questions and carrying 100 marks. The computer based examination will be of 120 minutes (two hours) duration. The question paper will be divided into three parts for Research Officers and Assistant Research Officers and into two parts for others. In case of Research Officers and Assistant Research Officers, the three parts would be:

Part – I (40 marks) – based on concerned subject knowledge as per the syllabus to be provided by CCRAS;

Part- II (40 marks) – On research work;

Part- III(20 marks) – will be based on general awareness and reasoning.

In case of others two parts would be there:

Part – I (70 marks) based on concerned subject knowledge as per the syllabus to be provided by CCRAS;

Part – (30 marks) – will be based on general awareness and reasoning.

37. In case of tie, i.e., where the same marks have been scored by the candidates in the examination, then the candidate who is senior in age, (i.e. candidate having earlier date of birth) shall be kept at higher rank in the merit list.

38. The company shall have to provide necessary inputs to CCRAS in case of any RTI query in so far as fulfilling the eligibility criteria, admissibility to the examination, receipt of hall ticket, computer based tests, answer keys of the question papers for a period of one month after uploading the answer keys.

VI. TECHNICAL CRITERIA FOR THE COMPANIES

39. The company should be a reputed one (i.e. it is not debarred/penalized or blacklisted by any Government organization) with proven track record which is not put to question by way of filing FIR or by way of the Firm requiring to re-conduct the written examination due to doubts on the fairness of the written exam, at any point of time, while executing similar type of projects for any organization of the Govt. of India. The Firm is required to enclose a certificate to the same effect in proforma prescribed at Appendix-'F'. The Firm should have adequate capacity in terms of infrastructure and professionally qualified manpower to undertake such work. Documents in support of above claim have to be enclosed along with the proposal.

40. The company should have successfully executed minimum two similar projects in the last 3 years for any Govt. Organizations / PSUs. Documents i.e., supply orders supported with work completion certificate in support of above claim have to be enclosed along with the proposal.

Explanation: The expression "Similar projects" means conducting of computer based on line written examination and evaluation of answer sheets including, conduct of written test simultaneously at multiple centres across the country, evaluation of answer sheets and preparation of result, etc.

41. Annual Accounts of the company for preceding 03 years should have been duly audited by a Chartered Accountant and copy of annual audited report thereof should also be furnished. A separate certificate of actual turnover of Firm for last three years out of recruitment related activities only should be enclosed with annual audit report.

42. Execution of the required work as per time schedule shall be the sole responsibility of the company concerned. It is further clarified that irrespective of the partnership, the company submitting the proposal shall be responsible for completion of the project as per the term and conditions and the time schedule. Failure to adhere to the instructions and time schedule would attract penalty and lead to blacklisting as bad performer.

43. Latest and valid documents in respect of GST Registration Certificate is to be furnished along with proposal.

44. Self certified copies of all relevant documents are to be enclosed with the offer. However, CCRAS reserves its right to call for original documents, failing production of which, the offer is liable to be rejected.

45. Under any circumstances, the company should not use any information, data related to this work for any purpose other than specified under the scope of work of this document and should not pass any information /data to any person, organization not authorized for the same by CCRAS. Violation of clause shall lead to strict action against such company.

46. No information, data, document or details relating to these exams in soft or hard copy or verbal script should be given to/discussed/shared with any person deptt/group unless authorized by the CCRAS.

47. CCRAS reserves the right to terminate /short close the contract without assigning any reason. No request for extension of date of submission of Proposal or any other date of the work schedule will be entertained. CCRAS reserves its right to reject any or all of the Proposals without assigning any reason thereof.

48. If, at any point of time, it is realized/noticed by CCRAS that any of the information furnished by the company including Certificate (Appendix-F) is false/incorrect, CCRAS reserves the right to terminate/short close the contract without assigning any reason, without prejudice to other penalties stipulated in this RFP document.

VII. INSTRUCTIONS TO THE COMPANY:

49. A. Pre-requisites for bidding Company

i) The work as given under Heading IV, Para 4, Scope of Services, is to be executed by the company which has its presence in Delhi/NCR also. It is preferable that the company on the day of execution of work should have sufficient infrastructure in Delhi/NCR.

ii) The company shall be required to nominate one Project Manager dedicated to handle and co-ordinate the execution of this Project with CCRAS. The company should clearly indicate the details of manpower, machines and other infrastructure to be deployed by them to achieve the target.

iii) It is essential for the bidder to have direct experience of executing similar projects. Sub contractors and middleman shall not be entertained in any circumstances.

iv) The Company selected to execute the work, shall be required to give a certificate (Appendix-'F') and shall be answerable to any claims/queries/petitions arising out of any dispute, doubt, discrepancy, unsatisfactory service or any other acts of omission or commission by the company or its employees which puts in doubt the fairness of the conduct of the examination or evaluation & generation of results. The company is liable to be penalized under such circumstances.

v) *The company and its officers, employees, agents and advisers shall observe the highest standards of ethics during the Recruitment Process. Notwithstanding anything to the contrary contained in this REP, CCRAS shall be at liberty to reject the Proposal without being liable in any manner whatsoever to the company, if it determines that the company has, directly or indirectly or through an agent, engaged in **corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice***

(collectively the "Prohibited Practices") in the Selection/Recruitment Process. In such event, CCRAS shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money or Performance Security, as the case may be, as damages payable to the CCRAS for, inter alia, time cost and effort of the CCRAS.

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection/Recruitment Process (for avoidance of doubt), offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of CCRAS who is or has been associated in any manner directly or indirectly with the Selection/Recruitment Process.

- vi) The company will be responsible for strict quality control in execution of this project.
- vii) A duly signed hard copy as well as soft copy of complete result shall be provided to CCRAS strictly as per time schedule.
- viii) In the event of leakage of question paper at any stage of the test and/or in the eventuality of any act or omission that may cast aspersions on the credibility/fairness of the conduct of the test, the company shall be responsible to re-conduct the test at their cost.
- ix) CCRAS shall not be liable for any financial/legal/contractual liability of the company, with a third party.

B) Quality and adherence to the schedule

- i) Except as otherwise provided in the request for proposal, the company to be contracted are hereby informed that the work as described in Para IV – Scope of Services, the work/service should be done under strict supervision of well-knit team of professionals maintaining secrecy to avoid any leakage of information, data at any stage. The material used shall be of reasonably good quality and workmanship in all respects and shall be strictly in accordance with the specification and particulars as contained in this document. The contractor should guarantee that the said work/service would continue to conform to the description and quality. The work/service found not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of CCRAS shall be final and binding on the contractor and CCRAS shall be entitled to call upon the contractor to rectify the entire work/service or such portion thereof as is found to be defective within a reasonable period or such specified period as may be allowed by CCRAS at his discretion on/an application made thereof by the contractor. In case of failure of the contractor to provide the work/service of desired quality within/on specified time, CCRAS shall be entitled to recover the complete cost with all expenses from the contractor for such failures.

ii) The work/service provided against the order shall bear a warranty by the contractor against all defects workmanship or performance. If work/service is found to be inferior/defective, then CCRAS shall be entitled to call upon the contractor to rectify work/service immediately and within such period as may be fixed by CCRAS.

iii) The work/service so replaced/rectified shall be deemed to bear warranty period as mentioned above from the date of replacement/rectification of any part of portion of the work/service. The contractor shall also be liable to compensate CCRAS in the form of price reduction for the work/services so done, such price reduction being decided by CCRAS after inspection.

iv) Considering the sensitivity of the work involved, any glitch in the service to be provided shall invite imposition of penal clause and further action to blacklist the company would be taken.

v) The performance of the service shall be made by the company, in accordance with the time schedule specified by CCRAS in this RFP document and work order. It also covers Saturday/Sunday and other holidays where CCRAS may require services. In case the work/service is not completed in the stipulated schedule period, as indicated in this RFP document and work order, CCRAS reserves the right to cancel/pre-maturely closing the work/service order and also to get the balance work done by an appropriate agency at the exclusive risk and cost of the defaulting company.

vi) Delay by the company, in the performance of its work/service obligations, shall render the company, liable to any or all of the following sanctions, forfeiture of its performance security, imposition of liquidated damages, and /or termination of the contract for default.

vii) If at any time during the performance of the contract, the company should encounter condition impeding timely delivery of the work/service and performance of service, the company, shall promptly notify to CCRAS in writing the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the company's notice, CCRAS shall evaluate the situation and may at its discretion extend the period for performance of the contract.

C. In the event of contract being cancelled for any breach committed and CCRAS effecting re-purchase of the work/services, at the risk and the cost of the company contracted, CCRAS is not bound to accept the lower offer of allied or sister concern of the contractor/Firms.

D. CCRAS will not pay separately for transit insurance/taxes etc., and the company will be responsible till the entire work/service outsourced/contracted for, has been completed at all destinations/locations.

E. The companies, which are not specifically registered for the items, as per this request, to submit the following along with their proposal failing which, their offer will be ignored:-

- i) True copy of PAN Number
- ii) Name and full address of the banker.
- iii) Copy of registration documents.

F. Rates quoted by the company should be on firm price basis for the listed scope of Services. Price be quoted both in words as well as in figures, the price quoted shall be valid for a period of one year from date of acceptance of proposals or till completion of the work whichever is later. The company must quote rates for all activities to be outsourced as per this RFP document; incomplete/conditional proposals shall be rejected summarily. Refer to Appx D. The company is also required to quote the details of part payment in percentage to be paid by CCRAS at different stages of the work/service.

G. CCRAS reserves the option to give a price preference to offers from public sector units and/or from other companies in accordance with the policies of the Govt. of India from time to time.

H. **Earnest Money:-**

i) The bidding companies are required to deposit an amount of 3,00,000/- as earnest money (EM). The EM can be deposited in any one of the following alternative forms:-

- a) A Demand Draft/Banker's Cheque drawn in favour of Director General, CCRAS, payable at State Bank of India, Extn Counter, D Block Janak Puri, New Delhi.
- b) An irrevocable bank guarantee of any Nationalized/Schedule Bank.

ii) The earnest money shall be valid and remain deposited with CCRAS for the period of 90 days from the date of issue of RFP. If the validity of the tender is extended the validity of the BG or any other document submitted in lieu of EM will also be suitably extended by the bidder failing which the tender after the expiry of the aforesaid period shall not be considered by the purchaser. No interest shall be payable by CCRAS on the EM deposited by the bidder. The EM deposited is liable to be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. The EM of the successful bidder shall be returned after the security deposit as required in terms of the contract is furnished by the bidder. If the successful bidder fails to furnish the security deposits required in the Contract within the stipulated time the EM shall be liable to be forfeited by the purchaser.

iii) EMD of the unsuccessful bidders shall be returned by CCRAS as early as possible after the expiry of the bids validity but not later than 30 days after placement of contract. Any tender/proposal not accompanied with earnest money in any one of the approved form acceptable to the purchaser shall be rejected.

J. **Performance Security:** -

The successful company, irrespective of its registration status shall be required to furnish an amount equal to 10% of basic price of the contract value in form of Bank Guarantee valid for the period of contract as performance security within 30 days of issue of work order/contract for the due performance of the contract which should be valid upto warranty period.

In case if the company fails or neglects any of the obligations mentioned in this RFP document it shall be lawful for CCRAS to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure. This will be in addition to the penalty, if any, which may be imposed as specified in this RFP document.

K. **Terms of Delivery:** -

As specified in the scope of work and the time schedule of this RFP.

L. **Liquidated Damages:**

The Company shall be required to complete the work activity/stage wise successfully, strictly adhering to the time schedule. In case the firm does not complete the work within the time prescribed or fail to perform as per the requirements of the contract, liquidated damages shall be charged to the extent of 10% of the contract value and provisions as laid down in Para 9.15.7 of Manual for Procurement of Consultancy & Other Services, 2017, issued by Ministry of Finance, Department of Expenditure will be applicable and action shall be taken against the Firm to black list it and also for forfeiture of its security deposit.

M. CCRAS reserves its right to cancel/reject any or all the proposals without assigning any reason. CCRAS also reserves the right to accept partly or to reject any offer without assigning any reason thereof.

N. **Proof of similar work executed in the past 03 years**

The Company shall enclose relevant papers/documents with their technical proposal as proof of their past experience in the field.

O. **Negotiations:**

CCRAS may, in the best interest of the Government decide to hold negotiation with the suitable and responsible company fulfilling the requirements of this RFP in terms of Para 6.10 of Manual for Procurement of Consultancy & Other Services, 2017, issued by Ministry of Finance, Department of Expenditure.

P. Penalty Clauses:-

- (i) **Any claim or dispute arising out of default or incorrect framing of questions, leakage of question(s) or question paper compromising the confidentiality or unsatisfactory quality or service or Prohibited Practices at any state of execution of work/service by the company thereby rendering the process invalid/questionable will be sole responsibility of the company. Decision of CCRAS shall be final in such circumstances. The company is liable to be penalized under such circumstances including but not limited to forfeiture of Performance Security and debarring the company from future tender process in CCRAS. The company will also be liable to compensate CCRAS for any extra expenditure or cost (actual or nominal) caused in such conditions.**
- (ii) For mistakes in numbering, or problem in scanning etc, and any other mistake/error, not specifically including herein will be penalized.
- (iii) The Company shall be also liable to compensate CCRAS for any extra expenditure or cost (actual or nominal) caused due to any mistake/error as indicated above.

VIII. EVALUATION OF TECHNICAL BID

50. The proposal of the companies qualifying Technical Bid evaluation will further be rated before being finally chosen. The companies not qualifying Technical Bid evaluation will be removed from the process at that stage itself. The Committee constituted for the purpose shall evaluate the proposals submitted by the companies. Financial Bids of all the companies qualifying Technical Criteria will only be opened.

Sl No	Particulars
1	<p>a) <u>Human Resources and their breakup Appendix-'B'</u> i) Give details of dedicated personnel to be deputed for execution of the work mentioned in this RFP only. ii) Technical qualification/ specialization if any, in r/o of above personnel may also be indicated.</p> <p>b) Machinery & equipment (i.e. Computer/Laptop/printer/ scanners specially to be used for this work only.</p>
2	Annual Turnover: Details for the last three years i.e. 2013-14, 2014-15 & 2015-16 (duly audited) to be given. A separate certificate of actual turnover of company for last three years out of recruitment related activities only should be enclosed with annual audit report.
3	Previous experience of executing work/service similar to the work mentioned in RFP. Data for the last 3 years only to be provided in tabulated form (Appendix-'C'), separately for each of the activities as listed under Heading IV, Para 4 (Scope of Services) of this RFP. (copy of work completion certificate supported with relevant supply orders, should be enclosed with the proposal. No work experience shall be considered without work completion certificate supported with relevant supply order).

Note:-

- i) Because the companies are going to be evaluated on the above criteria, the information/data on the above points may be submitted point wise supported with the relevant documents apart from the information sought at other paras of this RFP.
- ii) Companies are requested not to attach any work experience prior to 2013-14 to make the document unnecessarily bulky. Work experience completion certificate for the year 2016-17 if any, may be attached for consideration.

IX. PROPOSAL RESPONSE:

51. A) The company shall submit the proposal in two separate covers as Technical proposal and Financial proposal. The evaluation of the Technical Proposal will be finalized first and the Financial Proposal shall be opened only after that. The companies are required to send their proposal with complete details as requested clearly indicating stage wise/ modality wise rates, terms & conditions for above activities in the name of **Director General, CCRAS, Ministry of AYUSH, Govt of India, Jawahar Lal Nehru Chikitsa Evam Homoeopathy Anusandhan Bhawan, 61-65, Institutional Area, Opp D Block Janak Puri, New Delhi-110058 on or before 03 May, 2018 (Not after 1400 Hrs).**

B) The Proposals received after due date and time shall be summarily rejected.

Note: All documents including this 'Request for Proposal' are sacrosanct for considering any offer as complete offer. **It is therefore, important that this RFP document and Corrigendum/Addendum (if any) duly signed & stamped at each page along with all documents duly completed are to be submitted with your proposal.**

C). i) The information requested with respect to evaluation of proposals should be given in point form in the formats given in the attached Appendices. The company choosing not to do so may not be included in the evaluation process and such companies will only be responsible for this.

ii) The Proposal must be submitted along with complete technical details/documents, leaflets, brochures, if any. Incomplete offers, offers not in conformity with the terms and conditions /requirements or with vague replies, will not be considered. The companies must clearly indicate in their offer the different Taxes and duties which they propose to charge extra, mentioning clearly the present rates thereof. Vague offers like "DUTIES AS APPLICABLE" shall not be considered. Any alteration at later stage will not be admissible.

X. THE COMPANIES SHALL SUBMIT THEIR PROPOSAL IN TWO PARTS IN SEPARATE SEALED COVERS AS UNDER:-

52. (A) FIRST COVER SHOULD CONTAIN THE FOLLOWING DETAILS NAMELY:-

- i) Technical proposal along with its sample, leaflets, brochure, documents and EMD.
- ii) Proposal documents duly completed and signed but without indicating the rates quoted.
- iii) A certificate/documentary proof to this effect that company is a recognized company by the Government of India or UPSC/SSC for the work required to be done/completed under this document.
- iv) Copy of performance report/experience of similar works executed by the company so far.
- v) Attested copy of Income-tax Permanent Account Number (PAN), etc. and other documents as mentioned in the RFP.
- vi) An under taking shall be attached with RFP in the form of certificate that personnel and machinery/equipments etc mentioned in technical proposal are actually involved in recruitment activities.
- vii) In addition to last three years annual audit report, a separate turnover certificate showing the last three years turnover from the recruitment related business signed/countersigned by the Chartered Accountant should be attached.
- viii) Any other relevant document which the company wishes to submit in support of their proposal.
- ix) This envelope shall be sealed and super scribed with the "Proposal for the work related to the recruitment in CCRAS – Technical Proposal".

(B) SECOND COVER SHOULD CONTAIN THE FOLLOWING:

- i) This envelope shall be sealed and super scribed with the "Proposal for the work related to the recruitment in CCRAS – Financial Proposal".
- ii) Details of rates, taxes, duties, discount, if any and Delivery Period etc. These details shall be submitted on the letter pad of the company duly signed by the authorized representative of the company. The rate shall be quoted separately for each activity/modality of the recruitment process.
- iii) The firm shall quote rates for all activities to be outsourced vide this RFP document. Incomplete/conditional proposals shall be rejected summarily.

(C) Both the above mentioned covers should be sealed separately. These covers should thereafter be kept in a third cover and again sealed and super scribed with the "Proposal for the work related to the Recruitment-CCRAS". It is clarified that any composite proposal i.e. rates indicated in Technical Proposal, are liable to be ignored/rejected.

(D) Only the first cover containing Technical proposal shall be opened on the date indicated for receipt of proposal. Financial proposal of only those Firms shall be considered for opening those offers which are complete in all respects fulfilling the terms and conditions.

XI) MISCELLANEOUS

53. A) Confidentiality

- (i) The company shall keep any information relating to this project as confidential with the same degree of reasonable care as it would have taken in its own confidential or secret information.
- (ii) The company shall be required to maintain strict confidentiality during the entire process of execution of work/service and the company shall be solely responsible for the same. Any compromise on confidentiality will attract strict penalty and lead to administrative action.
- (iii) The company shall use the confidential information only for the purposes of this Agreement and not for any other purposes.
- (iv) The company shall cause all its employees or agents who have been given access to the confidential information on a need to know basis are bound by the confidentiality obligations of this RFP.
- (v) The obligations of confidentiality under this section shall survive termination or completion of the work.
- (vi) CCRAS reserves the right to place orders on the company as per tolerance clause on approved rates i.e. 25% of the total cost of the Tender.

B) Force Majeure

- (i) Neither Party i.e CCRAS or the company shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the Parties, including, but without limited to, fire, theft, flood, explosion, lightning, thundering, acts of God or any Governmental body, public disorder, riots, embargos, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, wary enemy actions.
- (ii) If a Force Majeure arises, the Firm shall promptly notify CCRAS in writing of such condition and the cause thereof. Unless otherwise directed by CCRAS, the company shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (iii) The company shall be excused from performance of its obligations in Whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance. Neither party shall have any liability to the other party in respect of the termination of this contract as a result of an Event of Force Majeure.

C) Arbitration:

- i) If a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the Arbitration & Conciliation Act 1996.

- ii) Director General CCRAS and the company shall make every effort to resolve any contentious aspect amicably by direct negotiation among themselves towards any disagreement, confusion, lack of understanding or dispute arising between them under or in connection with the contract.
- iii) If any unresolved dispute shall arise between parties on aspects either covered or not covered by this empanelment, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to an arbitrator, to be appointed by Director General, CCRAS. Such arbitration shall be governed in all respects by the provisions of the Arbitration & Conciliation Act 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in New Delhi, India.

D) Disputes:-

All disputes and differences, if any, will be subjected to jurisdiction of Courts at Delhi only.

**TIME SCHEDULE FOR EXECUTION OF WORK RELATING TO THE RECRUITMENT TO
DIFFERENT POSTS AT CCRAS**

Sl.No	Activity	To be completed by
1.	Issue of RFP	02 April,2018
2.	Pre-bid conference	16 April, 2018
3.	Receipt of proposals from the companies & opening of tenders	From 02.4.2018 till 1400 hrs of 03.5.2018. Opening of Technical Bids: 04.05.2018 at 1130 hrs.
4.	Award of work	30 days from the date of opening of technical bids.
5.	Development of software for testing before registration of on-line application and publication of final advertisement.	30 days from the date of award of work.
6.	Duration of gateway for on-line registration	30 days from the last date of development of software as per SI No 5.
7.	Finalization of eligible candidates as per eligibility conditions and issue of e-admit cards	30 days from the last date of duration of gateway.
8.	Setting of Question papers for written examination	20 days from the last date of finalization of eligible candidates.
9.	Proposed schedule of written test	Saturday or Sunday falling after 20 days from the last date of setting of question paper. (Tentative)
10.	Submission of the result of written test by the company to CCRAS	30 days from the date of written test.

Appendix-'B'

(Heading No VIII, Para 50 of this RFP document)

1. Human resources and their break-up.

Sl. No.	Designation	Qualification/experience, if any	Numbers
---------	-------------	----------------------------------	---------

2. Details of machinery & equipments (i.e. Computers/Laptop/Scanners/Printers, specific to the scope of work only).

Sl. No	Particulars of machinery/equipment	Make and Capacity	Numbers to be deputed for this project during related stages of work.
--------	------------------------------------	-------------------	---

Note:-

1. The bidding companies are advised not to submit irrational data and be specific to the requirements of this RFP. It is a time bound project and requires a certain level of confidentiality, therefore, if information is not provided in the given formats supported with documentary proof, such proposals may not be considered and rejected summarily by the competent authority.
2. Companies should certify that personnel and machinery/equipments mentioned in this proposal will be engaged only for recruitment related activities. In this regard separate certificate shall be attached.

**DETAILS OF PREVIOUS 3 YEARS EXPERIENCE IN
EXECUTION OF SIMILAR WORKS**

(Under Heading VII Para 49 N of this RFP document)

Si. No.	Name of Organization	Year	Type of work executed.	No. of candidates examined.

FORMAT FOR QUOTING RATES

(Under Heading VII, Para 49 F of this RFP document)

Sl. No.	Name of Activity	Unit Rate	Remarks if any
1.	Development of software for registration of on line applications.		
2.	Finalization of data and issuance of e-admit cards.		
3.	Preparation of Question Papers for each grade and each discipline		
4.	Conduct of computer based on line written examination at various designated centres		
5.	Preparation and submission of results to CCRAS.		

Note:

- i)** Bidders are to clearly mention that the rates quoted are inclusive or exclusive of taxes.
- ii)** **Conditional rates/quotes are liable to be rejected.** Conditional Rates and the proposal shall be rejected summarily.
- iii)** Details of above activities are mentioned in the REP document.
- iv)** The Company quoting total product cost without bifurcating of activities wise rates shall summarily be rejected.

Appendix- 'E'

Computer based examination centres (Subject to addition of more centre, if required - to be decided later on)

SN	Name of the state	Recruitment Centres
1.	Delhi	Delhi/NCT
2.	Maharashtra	Mumbai
3.	Tamil Nadu	Chennai
4.	West Bengal	Kolkata
5.	Assam	Guwahati
6.		
7.		
8.		
9.		

Appendix-'F'

Certificate to be attached with the 'Technical Bid', in response to RFP for carrying out computer based on line written test for recruitment to various posts in CCRAS {under Heading VI, Para 39 & 40 and under Heading VII Para 49 Q of this RFP document}

I, Mr/Ms _____ have been authorized by M/s _____ to certify the following on its behalf (under Heading VI, Para 39 & 40 and under Heading VII Para 49 Q of this RFP document) and I hereby certify that:-

1. The above agency has authorized me to submit this document on its behalf.
2. The facts mentioned herein are true to the best of my knowledge and belief and nothing relevant has been concealed, therein.
3. I have gone through the terms and conditions, instructions, etc contained in this RFP document and I shall abide by those conditions, instructions, etc.
4. The company M/s _____ has sufficient infrastructure at Delhi/NCR to execute the work.
5. The Firm is a recruiting agency/HR consultant engaged in the field for not less than 03 (three) years and is recognized by the Government of India.
6. The Firm is not debarred/penalized or blacklisted by any Central Government Ministry/Department/Organization, State Government Ministry/Department/Organization or PSU and no case/FIR related to conduct of such recruitment tests is lodged or pending or contemplated against the Firm in any Police Station or Court of Law.
7. The Firm has a proven track record which is not put to question by way of filing FIR or by way of the Firm requiring to re-conduct the written examination due to doubts on the fairness of the written examination, at any point of time, while executing similar type of projects for other organizations of the Government of India.

Witnesses:-

1. Name _____ Designation (in the Firm) _____ Signature _____
2. Name _____ Designation (in the Firm) _____ Signature _____

Place-

Date-

Signature of authorized person with seal of the Firm

Name:

Designation (in the company)

Details of posts likely to be filled

Ser No	Name & classification of post	No of posts to be filled
1..	Research Officer (Chemistry) Group 'A'	5 Posts
2.	Research Officer (Pharmacology) Group 'A'	2 Posts
3.	Research Officer (Bio-Chemistry) Group 'A'	8 Posts
4.	Research Officer (Medicine) Group 'A'	6 posts
5.	Research Officer (Animal/Experimental Pathology) Group 'A'	2 posts
6.	Research Officer (Pathology) Group 'A'	21 Posts
7.	Asstt Research Officer (Botany) Group 'B'	3 Posts
8.	Asstt Research Officer (Chemistry) Group 'B'	8 Posts
9.	Asstt Research Officer (Curator) Group 'B'	1 Post
10.	Asstt Research Officer (Clinical psychology)Gp'B	2 Posts
11	Asstt Research Officer (Farm Manager) G 'B'	1 Post
12.	Asstt Research Officer (Bio-Tech) Group 'B'	3 Posts
13.	Asstt Research Officer (Pharmacognosy) Gp 'B'	7 Posts
14.	Asstt Research Officer (Physiotherapy) Gp 'B'	1 Post
15.	Asstt Research Officer (Pharmacology) Gp 'B'	16 Posts
16.	Asstt Research Officer (Pharmacy) Gp 'B'	1 Post
17.	Staff Nurse Gp "B"	51 posts
18.	Research Assistant (Bio-Chemistry) Gp "C"	2 Posts
19.	Research Assistant (Botany) Gp "C"	25 Posts
20.	Research Assistant (Chemistry) Gp" C"	25 Posts
21.	Research Assistant (Plant Pathology) Gp" C"	1 Post
22.	Research Assistant (Pharmacology) Gp "C"	3 Posts
23.	Research Assistant (Organic-Chemistry) Gp "C"	1 Post
24.	Research Assistant (Garden Supervisor) Gp "C"	1 Post
25.	Research Assistant (Curator) Gp "C"	2 Posts
26.	Research Assistant (Garden) Gp" C"	3 Posts
27.	Research Assistant (Pharmacy) Gp" C"	4 Posts
28.	Research Assistant (Sanskrit) Gp "C"	1 Post
	Total posts	206

**Eligibility condition for recruitment to the post of
Research Officer (Bio-chemistry)**

1.	Name of the Post	Research Officer (Bio-Chemistry)
2.	Classification	Group-A
3.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/- + NPA.
4.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.D. Bio Chemistry from a MCI recognized University / Institution. b) Enrolment on the Central Register of MCI or State Register of Medical Council.
6.	Number of posts to be filled	8 posts

Eligibility conditions for recruitment to the post of Research Officer (Medicine)

1.	Name of the Post	Research Officer (Medicine)
2.	Classification	Group-A
3.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/- + NPA
4.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.D. in Medicine from a MCI recognized University / Institution. b) Enrolment on the Central Register of MCI or State Register of Medical Council.
6.	Number of posts to be filled	6 posts

**Eligibility conditions for recruitment to the post of Research Officer (Animal/
Experimental Pathology)**

1.	Name of the Post	Research Officer (Animal/Experimental Pathology)
2.	Classification	Group-A
3.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/-. (NPA wherever applicable)
4.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post graduate degree in Veterinary Pathology/Clinical Pathology from a recognized University / Institution. b) Enrolment on the Central/State Register of Concern Council
6.	Number of posts to be filled	2 posts

Eligibility conditions for recruitment to the post of Research Officer (Pathology)

1.	Name of the Post	Research Officer (Pathology)
2.	Classification	Group-A
3.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/-+ NPA (wherever applicable).
4.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.D. in pathology from a MCI recognized University/ Institution. b) Enrolment on the Central Register of MCI or State Register of Medical Council.
6.	Number of posts to be filled	21 posts

**Eligibility condition for recruitment to the post of
Research Officer (chemistry)**

7.	Name of the Post	Research Officer (Chemistry)
8.	Classification	Group-A
9.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/-
10.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
11.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post Graduate Degree in Chemistry/M Pharma (Ayu Quality control) from a recognized University / Institution. b) 3 years research/teaching experience after PG degree.
12.	Number of posts to be filled	5 posts

Eligibility conditions for recruitment to the post of Research Officer (Pharmacology)

7.	Name of the Post	Research Officer (Pharmacology)
8.	Classification	Group-A
9.	Scale of Pay	PB-3, Rs.15,600 - 39,100 + GP of Rs.5,400/- (NPA wherever applicable)
10.	Age limit for direct recruits	Not exceeding 40 years (Relaxation for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
11.	Educational and other qualifications required for direct recruits	<u>Essential:</u> M.D. in (Pharmacology)/MV SC (Pharmacology)/M. Pharm (Pharmacology)/M. Pharma (Ay), M. Sc (Medicinal Plants with specialization in Pharmacology)from a recognized University / Institution. b)3 years experience after PG for Non-medical discipline..
12.	Number of posts to be filled	2 posts

GROUP 'B'

Eligibility condition for recruitment to the post of Assistant Research Officer (Botany)

1.	Name of the Post	Assistant Research Officer (Botany)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate Degree in Botany from a recognized University/Institution. b) One year research / teaching experience after PG degree.
6.	Number of Posts to be filled	3 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Chemistry)

1.	Name of the Post	Assistant Research Officer (Chemistry)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate Degree in Chemistry, M. Pharm. (Ay.)/ M.Sc. (Medicinal plant) with specialization in pharmaceutical analysis/Q.C. from a recognized University/Institution. b) One year research / teaching experience after PG degree.
6.	Number of posts to be filled	8 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Curator)

1.	Name of the Post	Assistant Research Officer (Curator)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Master's Degree in Museology or History of Art or Archaeology from a recognized University/institution. b) One year experience in museum or similar organization after PG degree.
6.	Number of posts to be filled	1 post

Eligibility condition for recruitment to the post of Assistant Research Officer (Clinical Psychology)

1.	Name of the Post	Assistant Research Officer (Clinical Psychology)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post Graduate degree in Psychology/Clinical Psychology or Applied Psychology with specialization in Clinical Psychology b) One year research / teaching experience after PG degree.
6.	Number of posts to be filled	2 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Farm Manager)

1.	Name of the Post	Assistant Research Officer (Farm Manager)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	Essential: a) Post-graduate degree in Agriculture/Horticulture with specialization in Medicinal and Aromatic Plants from recognized University/ Institute. b) One year research/teaching experience after PG degree.
6.	Number of posts to be filled	1 post

Eligibility condition for recruitment to the post of Assistant Research Officer (Bio technology)

1.	Name of the Post	Assistant Research Officer (Bio technology)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate degree in Bio technology from recognized University/ Institute. b) One year research/teaching experience after PG degree.
6.	No of posts to be filled	3 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Pharmacognosy)

1.	Name of the Post	Assistant Research Officer (Pharmacognosy)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.Pharm. (Pharmacognosy) / M.Pharm. (Ay)/ M.Sc (Medicinal Plant) with specialization in pharmacognosy/ Master's degree in Botany from a recognized University /Institution. b) One year research/teaching experience after PG degree
6.	Number of Posts to be filled	7 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Physiotherapy)

1.	Name of the Post	Assistant Research Officer (Physiotherapy)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate degree in Physio-therapy from any recognized University / Institute. b) One year research/teaching experience after PG degree.
6.	No. of Posts to be filled	1 post

Eligibility condition for recruitment to the post of Assistant Research Officer (Pharmacology)

1.	Name of the Post	Assistant Research Officer (Pharmacology)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.Pharm. (Pharmacology), M.Pharm. (Ay.)/ M.Sc. (Medicinal plant) with specialization in pharmacology from a recognized University / Institution. b) One year experience after PG degree.
6.	No. of Posts to be filled	16 posts

Eligibility condition for recruitment to the post of Assistant Research Officer (Pharmacy)

1.	Name of the Post	Assistant Research Officer (Pharmacy)
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4600
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.Pharm. (Pharmaceutics/ pharmaceutical science/Quality assurance/Ayurveda) from a recognized University/Institution. b) One year research / teaching experience after PG degree.
6.	No. of posts to be filled	1 post

Eligibility condition for recruitment to the post of Staff Nurse

1.	Name of the Post	Staff Nurse
2.	Classification	Group-B
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200*
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) B.Sc. Nursing OR Diploma in General Nursing & Midwifery recognized by Nursing Council of India with two years experience in a teaching/research hospital. b) Registration with State Nursing Council
6.	Number of Posts to be filled	51 posts

GROUP 'C'

Eligibility condition for recruitment to the post of Research Assistant (Bio-chemistry)

1.	Name of the Post	Research Assistant (Biochemistry) Non Medical
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<i>Essential:</i> a) Post-graduate Degree in Biochemistry from a recognized University/Institution.
6.	Number of Posts to be filled	2 posts

Eligibility condition for recruitment to the post of Research Assistant (Botany)

1.	Name of the Post	Research Assistant (Botany)
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<i>Essential:</i> a) Post-graduate Degree in Botany/M.Sc. (Medicinal plants) from a recognized University/Institution.
6.	Number of posts to be filled	25 Posts

Eligibility condition for recruitment to the post of Research Assistant (Chemistry)

1.	Name of the Post	Research Assistant (Chemistry)
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate Degree in Chemistry, M. Pharm. (Ay. Quality Control)/ M.Sc. (Medicinal plant) with specialization in pharmaceutical analysis from a recognized University/Institution.
6.	No. of posts to be filled	25 Posts

Eligibility condition for recruitment to the post of Research Assistant (Plant Pathology)

1.	Name of the Post	Research Assistant (Plant Pathology)
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate Degree in plant pathology from a recognized University/ Institution.
6.	Number of Posts to be filled	1 post

Eligibility condition for recruitment to the post of Research Assistant (Pharmacology)

1.	Name of the Post	Research Assistant (Pharmacology)
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.Pharm. (Pharmacology), M.Pharm. (Ay.)/ M.Sc. (Medicinal plant) with specialization in Pharmacology from a recognized University / Institution.
6.	Number of posts to be filled	3 posts

Eligibility condition for recruitment to the post of Research Assistant (Organic Chemistry)

1.	Name of the Post	Research Assistant (Organic Chemistry)
2.	Classification	Group-C
3.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Post-graduate Degree in Chemistry with specialization in organic chemistry from a recognized University/Institution.
6.	Number of Posts to be filled	1 post

Eligibility condition for recruitment to the post of Research Assistant (Garden Supervisor)

1.	Name of the Post	Research Assistant (Garden Supervisor)
2.	Classification	Group-C
3.	Scale of Pay	PB -1 (Rs.5200-20200) + GP Rs.2800
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> Post-graduate degree in Botany/Medicinal Plants (Pharmacognosy) from recognized University/ Institute.
6.	Number of Posts to be filled	1 post

Eligibility condition for recruitment to the post of Research Assistant (Curator)

1.	Name of the Post	Research Assistant (Curator)
2.	Classification	Group-C
3.	Scale of Pay	PB -1 (Rs.5200-20200) + GP Rs.2800
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) Master's Degree in Museology or History of Art or Archaeology from a recognized University or equivalent.
6.	Number of Posts to be filled	2 posts

Eligibility condition for recruitment to the post of Research Assistant (Garden)

1.	Name of the Post	Research Assistant (Garden)
2.	Classification	Group-C
3.	Scale of Pay	PB -1 (Rs.5200-20200) + GP Rs.2800
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> Post-graduate degree in Botany/Medicinal Plants (Pharmacognosy) from recognized University/ Institute.
6.	Number of Posts to be filled	3 posts

Eligibility condition for recruitment to the post of Research Assistant (Pharmacy)

1.	Name of the Post	Research Assistant (Pharmacy)
2.	Classification	Group-C
3.	Scale of Pay	PB -1 (Rs.5200-20200) + GP Rs.2800
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> M.Pharm. (Pharmaceutics/ Pharmaceutical Science/Quality Assurance/Ayurveda) from a recognized University/Institution.
6.	Number of Posts to be filled	4 posts

Recruitment Rules for the post of Research Assistant (Sanskrit)

1.	Name of the Post	Research Assistant (Sanskrit)
2.	Classification	Group-C
3.	Scale of Pay	PB -1 (Rs.5200-20200) + GP Rs.2800
4.	Age limit for direct recruits	Not exceeding 30 years (Relaxation as per Govt. of India rules)
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> a) M.A. (Manuscriptology) or M.A. (Sanskrit) with diploma/certificate in Manuscriptology from a recognized Institute/University.
6.	Number of Posts to be filled	1 post