

**अ. ल. आयुर्वेद अनुसंधान केंद्र (सी.सी.आर.ए.एस)**  
**वी.एच.एस. अस्पताल परिसर, टी.टी.टी.आई. डाक, चेन्नई - 600 113**  
**Dr. A. LAKSHMIPATHI RESEARCH CENTRE FOR AYURVEDA**  
**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES, MINISTRY OF AYUSH, GOVT. OF INDIA**  
**VHS CAMPUS, 2<sup>nd</sup> FLOOR, TTTI – PO, TARAMANI, CHENNAI – 600 113**

फा.सं : F. 54/ALRCA/2016-17/SRP

दिनांक: 12.03.2018

**Walk-in-interview**

This Centre intends to engage the services of one post of Office Assistant (Data Entry Operator) on contractual and co-terminus basis for Swasthya Rakshan Programme, a mobile outreach project of the Centre, initially for the period of **Six Months** which may be extended or curtailed at the discretion of the competent authority.

Sl N	Name of the post & No.	Qualification	Date and time of Interview	Remuneration
1	<b>Office Assistant (Data Entry Operator) – 01</b>	<b>Essential:</b> (i) Graduate in any discipline from a recognised University (ii) Knowledge of computer applications such as Ms-Word, Ms-Excel, Ms-Power Point, etc. from a Govt. recognised Institute (iii) Typewriting with minimum speed of 35 words per minute in English or 25 words per minute in Hindi on Computer (iv) Should have good communication skill, writing ability and interpersonal skills  <b>Age limit : 30 years</b>	Written test on 20.03.2018 at 9.30. A.M & followed by interview	Consolidated Rs.20,000/- per month

Interested candidates fulfilling the qualifications prescribed above are requested to appear for written test /interview at the above mentioned address, date and time along with **original certificates** for verification. Applicants should submit their application in the prescribed format, two passport size photographs and self- attested photocopies of all the certificates.

**General conditions:**

1. The eligibility of the candidate in respect of age will be determined as on date of interview.
2. The engagement would be purely on contractual basis and co-terminus with project. Engaged persons shall be ready to attend tours under the project as per requirement. No claim for continuance or regular appointment will be entertained.
3. The selected candidate will be engaged only after verification of antecedent by the Police.
4. No TA/DA will be admissible for attending the written test/ interview.
5. The formats for submission of bio- data may be download from the Council's website **www. ccras. nic.in**
6. Extension of tenure may be considered on need basis and performance of the incumbents.
7. The Selection Committee has the right to select or reject application of the candidate without assigning any reason thereof.

Sd/-  
Assistant Director-in-Charge