



सी सी आर ए एस - क्षेत्रीय आयुर्वेद अनुसंधान संस्थान, तिरुवनंतपुरम

(केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार)

पूजपुरा, तिरुवनंतपुरम - 695012, केरल

CCRAS - REGIONAL AYURVEDA RESEARCH INSTITUTE, THIRUVANANTHAPURAM

(Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)

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प्रत्यक्ष साक्षात्कार/ WALK - IN- INTERVIEW-NOTIFICATION

यह संस्थान नीचे दिए गए विवरण के अनुसार संबिदा और सह-टर्मिनस आधार पर दो कार्यालय सहायक (प्रशासन) (सेवानिवृत्त) की सेवाएं लेने का इरादा रखता है;

This Institute intends to engage services of Two Office Assistant (Admn.) (Retd) on contract & co-terminus basis as per details given below;

Name of Post	No. of Post	Eligibility Criteria, Age and Remuneration (fixed)	Date, Time & Venue of Interview	Tenure
Office Assistant (Admn.)	Post - 01	Eligibility: Retired Assistant/Assistant Section Officer (ASO) or equivalent in Pay Level-6/7 from the Government of India/State Government/Attached and Subordinate Offices/Autonomous Bodies/PSUs. Desirable Qualification/Experience: Candidates for the post of Office Assistant should have wide experience in handling Central Secretariat functions, including drafting and noting, and should possess experience in Establishment and General Administration matters. The candidate should have a good knowledge of Central Civil Services Rules/Regulations, Conduct Rules, CCS Rules, FR/SR, etc., and should be capable of handling cases independently. The candidate should also possess excellent communication and interpersonal skills and have proficiency in computer applications such as MS Word, MS Excel, MS PowerPoint, etc. Candidates having previous work experience in CCRAS Institutes/Units may be given preference. --आयु/Age Limit : Maximum age should not exceed 64 years on the date of walk in Interview. पारिश्रमिक भुगतान /Remuneration : Last Basic Pay drawn minus Basic Pension plus TA as admissible.	30.09.2026 10.00 AM RARI, Poojapura, Trivandrum	Initially for a period of 6 months or until a regular appointment to the vacant post whichever is earlier.

उपरोक्त निर्धारित योग्यताओं को पूरा करने वाले उम्मीदवारों में अनुरोध है कि वे उपर्युक्त पते, तिथि और समय पर कौशल परीक्षा/ साक्षात्कार में उपस्थित हों। आवेदकों ने सत्यापन के लिए मूल दस्तावेजों के साथ निर्धारित प्रारूप में अपना बायोडाटा, दो पासपोर्ट आकार के फोटो, पी पी ओ, पेंशन स्लिप और प्रमाण पत्रों की स्व-सत्यापित फोटोकॉपी मूल प्रतियों के साथ लाना चाहिए।

Interested candidates fulfilling the qualifications prescribed above are requested to appear for skill test/ Interview in the above mentioned address, date and time. Applicants should bring their bio data in the prescribed format, two passport size photographs, self attested photocopies of PPO, Pension slip and certificates along with the originals for verification.

सामान्य निदेश / General Conditions :

1. नियुक्ति पूरी तरह से संविदा आधार पर होगी और किसी भी समय समाप्त हो जाएगी और निरंतरता या नियमित नियुक्ति के लिए कोई दावा स्वीकार नहीं किया जाएगा।
The engagement would be purely on contract and co terminus at any time and no claim for continuance or regular appointment will be entertained.
2. साक्षात्कार में भाग लेने के लिए कोई टीए/डीए स्वीकार्य नहीं होगा।
No TA/ DA will be admissible for attending the interview.
3. बायोडाटा जमा करने का प्रारूप परिषद की वेबसाइट www.ccras.nic.in से डाउनलोड किया जा सकता है/ The format for submission of bio data may be downloaded from the Council's website www.ccras.nic.in.

प्रतिनिधि 21/09/26
प्रभारी सहायक निदेशक

सी सी आर ए एस – आर ए आर आई, तिरुवनंतपुरम में कार्यालय सहायक (प्रशासन) (सेवानिवृत्त) के पद के लिए बायोडाटा
BIODATA FOR THE POST OF OFFICE ASSISTANT (ADMN)(Retd) AT CCRAS-RARI, THIRUVANANTHAPURAM

PHOTO

Sl No.	Name & address of the Candidate with contact No. & email ID	Date of birth	Details of Experience	Pay level during Retirement and Basic Pension	Name of the Organisation where presently employed	Remarks

Any other information :

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I hereby declare that all the information given above and true and complete to the best of my knowledge and belief and I am liable for action in case of furnishing of
 wrong information.

Signature of the candidate

Date :