



केंद्रीय होम्योपैथी अनुसन्धान परिषद्

(स्वायत्त निकाय आयुष मंत्रालय, भारत सरकार)

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body of Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली - 110058

61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi - 110058



Advt. No. 124/2024

Date: 07.11.2024

The Central Council for Research in Homoeopathy (CCRH) invites applications for filling up of one post of Assistant Director (Admn.) (Level-11 of the Pay Matrix) on deputation basis as per following details:-

1.	Eligibility Conditions	Officers under Central Government/ State Government/Pubic Sector Undertaking/Autonomous Bodies:- a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 5 years' regular service in Level-10; or (iii) with 6 years' regular service Level-8 ; and b) possessing the following educational qualifications and experience:- (i) Degree from a recognized University. (ii) 10 (ten) years' experience in Government/Semi-Government Department of which at least 5 years should be in a supervisory grade. (iii) Administrative experience in personnel management with thorough knowledge of accounts, budget, budgetary control, Government rules and regulations, administrative and establishment procedures.
2.	Age limit	Not exceeding 56 years as on the last date of receipt of applications.
3.	Period of deputation	Shall not exceed four years.
4.	Place of Posting	Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi - 110058

Further details about age limit and other terms and conditions are available on the website of the Council, www.ccrhindia.nic.in. **The last date for receipt of application is 16.12.2024.**

Renu Mittal
7/11/2024
(Dr. Renu Mittal)
Admn. Incharge

General Instructions:

1. **The last date for receipt of application is 16th December 2024.**
2. The terms and conditions of appointment shall be regulated as per extant orders of the Department of Personnel & Training, Government of India on the subject.
3. The eligible candidates must apply through proper channel in the prescribed proforma **(Annexure-1)** to the Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Ares, Opposite D-Block, Janakpuri, New Delhi – 110058 along with (i) Attested copies of ACRs/APARs for last 05 years (ii) Integrity certificate and (iii) Vigilance clearance. Applications not complete or received after the prescribed date will not be entertained. The candidates should mention **“Application for the post of Assistant Director (Admn) in block letters on top of the envelope.**
4. CCRH reserves the right to reject any or all the applications without assigning any reason and also to cancel the recruitment exercise at any stage.
5. No TA/DA will be paid for attending the interview or joining the post.
6. Candidates are requested to see Council’s website (www.ccrhindia.nic.in) on regular basis for any new announcement in this regard.
7. **Canvassing in any form on behalf of a candidate will be a disqualification.**

BIO-DATA/CURRICULUM VITAE PROFORMAName of the post: Assistant Director (Administration), CCRH if Level-11 of 7th CPC

1. Name and address (in Block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualification/experience possessed by the officer
Essential	Possessed
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Possessed
A) Qualification	A) Qualification
B) Experience	B) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held on regular basis	From	To	*Level of Pay held on regular basis	Nature of Duties (in details) highlighting, experience required for the post applied for

***Important:** Level of Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Level of Pay of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level of Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	Level of Pay under ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc on deputation/contract basis, please state.

9. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/ contract.	c) Name of the parent office/ organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent cadre/ organisation.

10 If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11 Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking		
12 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13 Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14 Total emoluments per month now drawn.		
Basic Pay in the existing Level of Pay	Level of Pay	Total emoluments
15 In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Level of Pay and rate of increment.	Dearness Pay/ Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.A. Additional information. if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over		

<p>and above prescribed in the Vacancy Circular / Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B. Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institution/societies; and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organisations are eligible only for short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

UNDERTAKING

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and are true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of candidate)

Address.....

Date :.....

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately. **Also certified that-**

- a) There is no vigilance or disciplinary case pending/contemplated against Shri /Smt.....
- b) His /Her integrity is certified.
- c) His /Her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years, duly attested, are enclosed.
- d) No major / minor penalty has been imposed on him/her during the last 10 years OR A list of major / minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned
(Employer/Cadre Controlling Authority)