Central Council for Research in Siddha, Chennai

GENERAL INFORMATION AND CONDITIONS

Applicants are advised to read all instructions carefully before filling up their applications.

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. Before applying, they are advised to satisfy themselves that they possess essential criteria laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
3. Mere fulfilling the minimum prescribed qualifications and experience do not entitle candidates to be called for written test/interview. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/other criteria. The decision of the Director General, CCRS will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience.
5. The upper age limit, qualification and/or experience will be reckoned as on the closing date for receipt of the application (**03.11.2015**)
6. The candidates serving in Central/State Govt./Autonomous/Statutory bodies/Universities should apply only through proper channel and their duly forwarded application should reach the Central Council for Research in Siddha on or before the closing date. They should submit 'NO OBJECTION' certificate from their employer at the time of interview.
7. The No. of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice.
8. Candidates applying for more than one post must send separate application for each post along with application fee. One envelope should contain one Application Form only.
9. DG, CCRS reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason thereof.
10. Any corrigendum/ order regarding this advertisement will be issued on the website only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Employment News or in any other Newspaper.
11. Applicants will be fully responsible for accuracy of the information they furnish. Any information furnished by the candidate, if found wrong at any stage, will result in his/her disqualification and/or dismissal from the service at any stage and no correspondence will be entertained at all.
12. The call letter for the written test/interview, in the case of shortlisted candidates, shall be sent by speed post. However, the Council shall not be responsible for any postal delay/lapse, whatsoever. The date of written test/interview will be displayed in the Council's website.
13. The candidate shall have to appear for written test/interview, if called for, at his/her own cost.
15. The appointment carries with it the liability **to serve anywhere in India**
16. No Correspondence or personal enquiries shall be entertained.
17**. Canvassing in any form will be treated as a disqualification for the post.**
18. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction in Chennai.

Reservation and Age relaxation

1. **Date of birth will be reckoned as on 03.11.2015 (Proof for DOB will be based on SSC/HSc/Matriculation board certificate)**
2. Candidates who wish to be considered against vacancies of reserved category or seeking age relaxation must submit the required certificate from the Competent Authority.
3. **Applications not supported by self-attested copies of the appropriate certificate for the reservation category claimed, will be summarily rejected**. In case the Council observes any false information or discrepancy in their certificate, their candidature will be rejected summarily. No correspondence will be entertained at all.
4. Certificate of Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in the Circulars issued by Department of Personnel & Training from time to time. The candidates claiming OBC status may note that certificate of creamy layer status should have been obtained within three years before the closing date.
5. SC/ST/OBC/PH candidates are required to produce original community/PH certificate issued by the specified authority, at the time of interview. **It is mandatory.**

Application Fee (by Bank Demand Draft (DD) only)

- Rs.200/- (Rupees Two hundred only) for UR/OBC category and Rs 100/- (One hundred only) for SC/ST category. However, PH candidates are exempted from payment of fees.
- Fees should be paid in the form of Demand Draft drawn in favour of Central Council for Research in Siddha and payable at Chennai.
- Any other mode of payment viz., cash, money order, cheque & Postal order will not be accepted. Fee should be paid separately for each post, if applied for more than one post.
- On the overleaf of DD, the candidates must mention- Candidate's name, Advertisement No., and post applied for.
- **Fee once paid will not be refunded under any circumstances.**

MODE OF SELECTION

Candidates will be shortlisted on the basis of their educational qualifications, percentage of marks etc. The shortlisted candidates will have to attend a written test and/or interview at his/her own cost. The mode of selection would be through written test and interview. Final selection list would be prepared in order of merit as per the aggregate marks (marks of written Test and Interview) finally awarded to each candidate taking into account the number of vacancies advertised.

How to apply

- Application forms can be downloaded from the Council's website. The application should be strictly in the prescribed format. Application in any other format will be rejected.
- Candidates should read carefully the Essential Qualification required for the post and ensure that they fulfill the same. Documents (self-attested photocopies) in support of Essential Qualifications should invariably be sent along with the application, failing which the application will be summarily rejected. **Do not enclose any Original certificate with the application.**
- Paste your recent passport size photograph on the space specified in the Application form. Do not staple and do not get the photo attested. Application without photograph shall be rejected summarily.

- Please do sign in running hand. Unsigned applications will be rejected.
- The application form, duly signed should be sent in an envelope superscribed "Application for the post of Research Officer (Siddha)/Research Officer (Siddha Pharmacy)" to:

  The Director General,
  Central Council for Research in Siddha,
  (Ministry of AYUSH, Govt. of India)
  SCRI Building, Anna Govt. Hospital Campus,
  Arumbakkam, Chennai – 600106

Documents to be enclosed along with each Application

1. One recent passport size photograph pasted on the space provided in the Application Form
2. Self-attested copies of certificates showing age (Matric/SSLC/HSC), educational qualifications. (Only Mark sheets/Degree certificates issued by the Competent Authority viz. the Universities/Boards of Education concerned would be accepted as proof of possessing the educational qualifications)
3. Self-attested copies of certificates in support of claim of SC/ST/OBC/PH
4. Documents in support of Experience

Invalid Applications

Candidates are advised to read all the instructions carefully before sending their applications; otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications:

- **Applications received after the closing date (03.11.2015)**
- **Applications not in prescribed format.**
- **Applications sent through e-mail.**
- **Candidates not having the required qualifications/experience as on the closing date for the receipt of applications.**
- **Applications without latest photo not being pasted on the space provided.**
- **Applications without documents (self-attested photocopies) in proof of Date of Birth, Educational Qualification, Category, experiences if any etc.**
- **Candidates who are over-aged as on 03.11.2015**
- **Application without the requisite fee, if applicable.**
- **Applications of employees serving in Central/State Governments/ PSUs/ Autonomous bodies/ Universities not received through proper channel.**

Last date for receipt of the filled in application

- **60 days from the date of publication of this advertisement in 'Employment News' (Dated. 5.9.2015 and closing date will be 3.11.2015)**
- In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad, the application along with the DD should reach the Council **within seven clear working days from the closing date.**
- **The Council will not be responsible for the postal delay.**

DIRECTOR GENERAL

केन्द्रीय सिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्ध केन्द्रीय अनुसन्धान संस्थानभवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै - 600106

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

Ministry of AYUSH, Govt. of India

SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai – 600106

Phone: 2621 1621, 2621 2421 Fax: 044-2621 1621,

Website: www.siddhacouncil.com, www.siddharesearchcouncil.org, Email: ccrschennai@gmail.com

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Application Form for the post of Research Officer (Siddha)/Research Officer (Siddha Pharmacy)

Name of the post _____

Affix one passport size color photograph

1) Name in full (in CAPITAL letters)
(Enter the name as given in Matric/SSLC Certificate. If there is any change in the name, Including initials, attach documentary proof):

2) Father's/Husband's name :

3) Whether belongs to SC/ST/OBC/UR
(Enclose a copy of the certificate from the Competent Authority) :

4) Are you a physically handicapped person?:

5) Address in CAPITAL letter with PIN code:
Permanent :

Correspondence :

6) E-mail Id (in CAPITAL letters) :

7) Mobile/landline phone No. :

8) Date of birth (as entered in Matric/SSLC/HSC):

9) Educational Qualifications :
(Attach self-attested copies of relevant documents)

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
10th					
10+2 or equivalent					
Bachelor's degree					
Master's degree					
Doctorate					
Any other					

10) Employee record (starting from the present position):
(Attach self-attested copies of relevant documents)
(If required attach additional sheets)

Post held	Name of the Institution/ Organisation	Duration From……To……	Duration (years & months)	Scale of pay	Nature of duties

Total Experience: (a) Teaching – Years _____ Months _____
(b) Research- Years _____ Months _____
(c) Others - Years _____ Months _____

11) Research:
(a) Research projects

S. No.	Title of the Project(s)	Period(from—to)/ No. of years	Budget	Funding agency	PI or Co-PI (Status)	Status of Project – completed/ongoing

(b) Patent/Innovation/Technology developed/commercialized:

12) Areas of Specialization:

13) SCIENTIFIC PUBLICATIONS (published or accepted)

(a) Research papers and Reviews (published in peer reviewed & indexed journals only)

S No.	Author	Title	Journal with year, volume & page No.	Index (ISSN)	Impact factor of Journal	Citation

(b) Books/Manual/Monograph/Research Bulletins/Extension Bulletins/Chapters in Scientific Books, Training/Teaching Manuals

S.No	Authors/Co-Author	Title	Publisher/Journal with page number	Year

14) Conference/Workshop:

Attended: (a) National _____

(b)International (i) in the country _____ (ii) abroad _____

Paper presented: (a) National _____

(b)International (i) in the country _____ (ii) abroad _____

15) Major Academic/Research contribution :

16) Particulars of Registration:

Registration No.	Date of Registration	Authority giving registration	Status of Renewal of registration	Whether registered with CCIM or any other authority

17) Particulars of fees paid:

Name of the Bank and branch	DD No. and date	Amount

18) Other information, if any :
(Enclose separate sheet, if required)

DECLARATION

I declare that all the information provided in the application are true, complete and correct to the best of my knowledge and belief. I also fully understand that if, at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place: Signature of the Applicant

Date:

Remarks of the present employer

(in the case of permanent/temporary employees under Central/State Governments/ Undertakings/PSUs/Universities only)

Certified that the information furnished by Dr_____ in his/her application have been verified from the office records and is found to be correct. No vigilance/disciplinary case is pending or contemplated against him/her and he /she is clear from vigilance angle.

The Applicant is holding a permanent/ temporary post of _____ in the scale of pay_____ from _____. His/her application is forwarded and he/she will be relieved in case he/she is selected for the post applied for.

Signature
Designation of the Competent Authority
(with official seal)

Place:
Date: