

Central Council for Research in Siddha



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

Phone: 26211621, 2621 2421

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Advertisement No. 10/2017

Central Council for Research in Siddha, an Autonomous Body under the Ministry of AYUSH, Govt. of India invites applications for the post of **UDC** on direct recruitment basis. The details are as under.

Name of the Post - Upper Division Clerk

No. of Posts - One (SC-1)

Place of Posting - Palayamkottai, but liable to be transferred anywhere in India

Method of Recruitment - by DR method

Age - Between 18 and 27 years of age (relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)

Scale of Pay- PB 1 (Rs. 5200-20200) + GP Rs. 2400/-.

Essential Qualifications -

- (1) Degree of a recognized University or equivalent.
- (2) At least three years' experience in correspondence works in Government/Semi Government/Public Sector Undertaking/Autonomous Bodies/Institutions.
- (3) Thorough knowledge of office routine/rules and regulations.

Desirable- Knowledge of Computer

Complete details and the application form can be downloaded from the Council's website: www.siddhacouncil.com/www.siddhresearchcouncil.org.

Last Date: 60 days from the date of publication in the Employment News.

Director General, CCRS

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EN 48/53

F.No.2-69/2016-CCRS/Estt.

Central Council for Research in Siddha, Chennai

Recruitment to the post of UDC

Advertisement No. 10/2017

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

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. 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, contract basis will not be counted while calculating the valid experience.
5. The upper age limit, qualification and experience will be reckoned as on the closing date for receipt of the application **(24.04.2018)**
6. The candidates serving in Central/State Govt./Autonomous/Statutory bodies/Universities should apply only through proper channel and their **duly forwarded application should also 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 verification of certificates, before the written test. Otherwise they will not be allowed to write the test.
7. The No. of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice.
8. DG, CCRS reserves the right to make any amendment, cancellation and changes in this advertisement, in whole or in part, at any time, without assigning any reason thereof.
9. 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.
10. 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.
11. The call letter for the written test, 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 will be displayed in the Council's website.
12. The candidate shall have to appear for written test, if called for, at his/her own cost.
13. **The appointment carries with it the liability to serve anywhere in India**
14. No Correspondence or personal enquiries shall be entertained.
15. **Canvassing in any form will be treated as a disqualification for the post.**
16. **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 the closing date for receipt of the applications (24.04.2018) (DOB will be reckoned as per the entries in SSLC/HSc/Matriculation board certificate only)**
2. **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 certificates, their candidature will be rejected summarily. No correspondence will be entertained at all.

3. SC/PH (SC) candidates are required to produce **original** community/PH certificate issued by the specified authority, at the time of verification of certificates/documents. **It is mandatory.**

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

- Rs 100/- (Rupees One hundred only) for SC 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.
- 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, experience, etc. The shortlisted candidates will have to attend a written test at his/her own cost. The written test will be followed by skill test in Computer - a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or Tamil on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word). Final selection list would be prepared in order of merit as per the aggregate marks (marks of written Test and skill test) finally awarded to each candidate taking into account the number of vacancies.

How to apply

- Application form 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/experience should invariably be sent alongwith the application. 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 UDC"**, to:

The Director General,
Central Council for Research in Siddha,
SCRI Building, Anna Govt. Hospital Campus,
Arumbakkam, Chennai – 600106

Documents to be enclosed alongwith each Application (only self-attested copies of documents are to be enclosed)

1. Demand Draft for the prescribed amount, **in original.**
2. One recent passport size colour photograph pasted on the space provided in the Application Form

3. Copies of certificates showing age (Matric/SSLC/10th/birth certificate issued by Municipal authorities) (No other document like TC/Passport/Registration certificate will be accepted as proof of age)
4. Copies of essential educational qualifications. (year-wise mark sheets issued by the Competent Authority viz. University/Board of Education concerned would be accepted as proof of possessing the educational qualifications)
5. Copies of 10th and 12th mark sheets
6. Copies of Degree certificates
7. Copies of certificates in support of claim of SC/PH
8. 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 not in prescribed format**
- **Applications received after the closing date (24.04.2018)**
- **Applications of employees serving in Central/State Governments/ PSUs/ Autonomous bodies/ Universities not received through proper channel before the closing date.**
- **Applications without documents (self-attested photocopies) in proof of Date of Birth, Educational Qualification, Reservation category, experience, etc.**
- **Application without documentary proof for change in name, surname / initial etc., if the name entered in the application form is different from the name as shown in 10th/12th certificate.**
- **Candidates who are over-aged as on the closing date of the receipt of the applications (24.04.2018).**
- **Application without the requisite fee (DD in original), if applicable.**
- **Applications without latest photo not being pasted on the space provided.**
- **Applications without the signature of the candidate.**
- **Applications sent through e-mail.**

Last date for receipt of the filled in application

- **60 days from the date of publication of this advertisement in 'Employment News' (closing date will be 24.04.2018)**
- **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 alongwith 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



केंद्रीय सिद्ध अनुसंधान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्ध केंद्रीय अनुसंधान संस्थान भवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बावकम, चेन्नई - 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

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

Application for the post of Upper Division Clerk (UDC)

Affix one passport
size colour
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
(Enclose a copy of the certificate
from the Competent Authority) :
- 4) Are you a physically handicapped person?: Yes/No
(If yes, enclose a copy of the certificate
from the Competent Authority)
- 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/Diploma	Name of the Board/University	Division/ grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
10 th					
10+2 or equivalent					
Bachelor's degree					
Typing / Computer applications					
Any other					

10) Experience:
 (Attach self-attested copies of relevant documents)

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

11) Particulars of fees paid:
 (DD in original should be enclosed)

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

12) 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 wilfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place:
Date:

Signature of the Applicant

Remarks of the present employer

Certified that the information furnished by Shri/Ms _____ 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: