



केन्द्रीय होम्योपैथी अनुसंधान परिषद्
(स्वायत्त निकाय, आयुष मंत्रालय, भारत सरकार)
CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY
(An Autonomous Body of Ministry of AYUSH, Govt. of India)
www.ccrhindia.org
Tele: 91-11-28524415

For queries relating to Online filing of applications
Tele: 08376063201

Advt. No: 13/2016

Date: 30th July, 2016

VACANCY ANNOUNCEMENT

Important Dates :

Starting Date for submission of online applications	2 nd August, 2016 (from 0900 hrs)
Closing Date for receipt of online applications	1 st September, 2016 (upto 1730 hrs.)
Date of written examination	12 th November, 2016 (Saturday)

The Central Council for Research in Homoeopathy, an autonomous Body of Ministry of AYUSH, Government of India intends to fill up the following posts on direct recruitment basis as per details given in subsequent paragraphs:

Sl. No.	Name of post	No. of vacancies (including anticipated vacancies)	Pay Band and Grade Pay	UR	SC	ST	OBC
1	Lower Division Clerk	*22 (including 02 for Ex-servicemen and 01 for PH (OL/OA))	PB-1 (Rs. 5200-20200) Grade Pay Rs. 1900	14	02	01	05
2	Junior Stenographer	#03	PB-1 (Rs.5200-20200) Grade Pay Rs. 2400	02	-	-	01

* The vacancies are in Institutes/Units of the Council located throughout the country.

The vacancies are in New Delhi/NOIDA (U.P.)

2. **Age Limit for both the posts:** 18 to 27 years. Age relaxation will be as per Government of India rules. However, no age relaxation will be available to SC/ST candidates applying for the post of Junior Stenographer as there is no vacancy reserved for these communities.

3. **Essential Educational Qualification for both the posts:** (i) 12th Pass or equivalent qualification from a recognized Board or University.

4. Permissible disability for PH Candidates for the post of Lower Division Clerk: One Arm affected (OA), Both legs affected (BL), One leg affected (OL), One arm and one leg

affected (OAL), Blind (B), Low vision (LV), and Hearing Handicapped (HH) are eligible for the post.

5. The post of Junior Stenographer has been identified suitable for persons suffering from disabilities of forty per cent (40%) and above of One Arm (OA), One Leg (OL), Both Legs (BL), Partially Blind (PB) and Blind (B).

6. Schedule of Written examination and Skill Test for LDC & Junior Stenographer:

Name of Post	Lower Division Clerk		Junior Stenographer	
	Written Test	Skill Test	Written Test	Skill Test
Date	12 th November 2016 (Saturday)	Will be intimated later.	12 th November 2016 (Saturday)	Will be intimated later.
Time	Forenoon		Afternoon	
Centers	1. Delhi 2. Mumbai 3. Chennai 4. Kolkata 5. Guwahati.		Delhi	

7. Selection Process for Lower Division Clerk:

The selection for the post of Lower Division Clerk will be made through written examination consisting of Multiple Choice Questions (MCQs) and the Skill Test (typing test). Candidates, in the order of merit, will be called for skill test in the ratio of 1:5 (for one vacant post five candidates will be called). Skill Test will be "Qualifying in nature" and the performance in the Skill Test will not be considered in preparation of the final Merit List.

8. Skill Test norms on Computer for Lower Division Clerk:

A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed 10 minutes).

Visually Handicapped (VH) candidates (with 40% disability and above) will be allowed 30 minutes.

Passage Dictators will be provided to VH candidates for the Typewriting Test. The Passage Dictator will read out the passage to VH candidates within the allotted time period.

Candidates who opt to take the Skill Test in Hindi will be required to learn English Typewriting and *vice-versa* after their appointment.

(35 words per minutes and 30 words per minutes correspond to 10500 Key depressions per hours /9000 key depression per hours on an average of 5 key depressions for each word)

Candidates while applying for the examination will have to indicate his/her choice/option for skill test medium in the Application Form. If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

9. Selection Process for Junior Stenographer:

The selection for the post of Junior Stenographer will be made through written examination consisting of Multiple Choice Questions (MCQs) and Skill Test (Dictation and

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transcription). Candidates, in order of merit, will be called for skill test in ratio of 1:10 (for one vacant post ten candidates will be called). Skill Test will be "Qualifying in nature" and performance in the Skill Test will not be considered in preparation of the final Merit List.

10. Skill Test norms on Computer for Junior Stenographer:

Dictation: 10 Minutes @ 80 words per minute.

Transcription: 50 minutes (English). 65 minutes (Hindi).

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and *vice-versa* after their appointment.

Visually Handicapped candidates (with 40% disability and above) will be required to transcribe the matter in 75 minutes for English shorthand or in 100 minutes for Hindi shorthand.

11. Scheme of Written Test for Lower Division Clerk:

The examination will be OMR based and will comprise Multiple Choice Questions (MCQ) in the following subjects:

S. No.	Part	Name of the Test	No. of Questions	Maximum Marks	Total Time
1	I	General Intelligence	50	50	120 Minutes (160 Minutes for Visually Handicapped/ Cerebral Palsy candidates)
2	II	English Language (Basic knowledge)	50	50	
3	III	Numerical Aptitude (Basic Arithmetic skill)	50	50	
4	IV	General Awareness	50	50	
		Total	200	200	120/160 Minutes

(The questions will be set both in English and Hindi for Part-I, III and IV.)

12. Indicative syllabus for written examination (LDC):

1. General Intelligence: The test would include verbal & non-verbal questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

2. English Language: In addition to the testing of candidates understanding of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage etc., writing ability would also be tested.

3. Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

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4. General Awareness: Questions will be designed to test the candidate's General awareness of the environment around him/her and its application to the society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution and scientific research etc. These questions will be such that they do not require a special study of any discipline.

13. Scheme of Written Test Junior Stenographer:

The examination will be OMR based and will comprise Multiple Choice Questions (MCQ) in the following subjects:

Part	Name of the Test	No. of Questions	Maximum Marks	Total Time
I	General Intelligence and Reasoning	50	50	120 Minutes (160 Minutes for Visually Handicapped/ Cerebral Palsy candidates))
II	General Awareness	50	50	
III	English Language and Comprehension	100	100	
	Total	200	200	120/160 Minutes

(The questions will be set both in English and Hindi for Part-I and II.)

14. Indicative syllabus for written examination (Junior Stenographer):

1. General Intelligence and Reasoning: The test would include verbal & non-verbal questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

2. General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to the Society. Questions will also be designed to test the knowledge of Current Events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution and scientific research etc. These questions will be such that they do not require a special study of any discipline.

3. English Language and Comprehension: In addition to the testing of candidate's understanding of English Language, its vocabulary, grammar,

sentence structure, synonyms, antonyms and their correct usage etc., would also be tested.

Note: For Visually Handicapped candidates of 40% & above visual disability and opting for SCRIBE, there will be no component of Maps/ Graphs/Diagrams/Statistical Data in the General Intelligence and Reasoning/ General Awareness Papers.

15. How to Apply:

Candidates will be required to apply online through Website of the Council which will remain open from **2nd Aug 2016 (from 0900 hours) till 1st Sep 2016 (1730 hours)**. No other means/mode of submission of application will be accepted under any circumstances. Applications received through any other mode shall be summarily rejected.

16. Payment of Application Fees:

- a. The application fees of Rs 100/- (Rupees One hundred) will be payable by General and OBC candidates. No fee would be paid by SCs/STs/PWDs/Women Candidates and Ex-servicemen.
- b. The payment of the application fee is to be made through on-line system only. Fee through any other mode like Demand Draft, Pay Order, Cheque or Challan will not be accepted. The Council will not be responsible in case of incomplete transactions during the online payment process. It is the sole responsibility of the candidate to ensure that the correct payment of application fee has been made successfully.
- c. Fee would be payable during online registration of the applications and shall not be refunded under any circumstances.
- d. Bank Transaction charges and service tax, if any, incurred for Online Payment of application fees /intimation charges, will have to be borne by the candidates;

17. Announcements:

All further announcements regarding recruitment process shall be made at the registered email ID/Mobile Number of the candidate and also shall be uploaded on the website of the Council, namely, <http://www.ccrhindia.org> from time to time. Candidates are advised to visit the said website regularly.

18. General Conditions:

1. The candidate must be either
 - (a) A citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

2. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for all or any post at any stage of recruitment.
3. The eligibility of the candidates in terms of educational qualification, age etc. as stipulated in advertisement shall be determined as on the closing date i.e **1st Sept 2016** which will remain unchanged even in case of extension of the closing date for submission of applications. Candidates in their own interest are advised to ensure that they are eligible in all respects before applying for the post.
4. The age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against the post meant for UR category, are not entitled to get age relaxation. However, the applicants belonging to Persons with Disability (PWD) category shall be entitled to get age relaxation as admissible to them irrespective of the fact whether the post(s) is/are reserved for PWD or otherwise, if such posts are identified suitable for the PWD category. Age relaxation to the persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989 as per Government of India G.S.R. 208(E) dated the 10th April, 1997 as amended from time to time will be available.
5. Central Government Civilian Employees claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.
6. The certificate pertaining to Scheduled Caste/Scheduled Tribe/Other Backward Class/PWD etc. must be in the format prescribed by the Department of Personnel & Training, Government of India and must have been issued by the prescribed authority. The formats of the certificates are **annexed**.
7. Only such PWD persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent (forty per cent) of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority. The Certificate for PWD must indicate the percentage of disability.
8. Visually handicapped (VH) with disabilities of forty percent (40%) or above and Cerebral Palsy candidates can avail the assistance of a scribe in the written examination and passage reader for Skill Test subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in Braille. No attendant will be allowed with such candidates inside the examination premises. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination

- Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
9. The Certificate for Backward Class must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8/9/93 as amended from time to time. OBC certificate in the non-creamy layer status should have been obtained within 3 years before the closing date for receipt of application. Further, the candidates belonging to OBC will also be required to submit a declaration that as on the closing date they do not belong to the creamy layer.
 10. The candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the competent authority in the prescribed format at the time of Skill Test otherwise their claim for SC/ST/OBC/PH/Ex-Servicemen etc. will not be entertained and their candidature/application will be considered under General (UR) category.
 11. **Neither the print out of online application form nor any document should be sent to this Council at the time of applying for any post.**
 12. The candidates must carry at-least one identity proof, in original, bearing photograph as well as signatures of the candidate, such as Driving License, PAN Card, Identity Card issued by any Govt. Department/ Office, etc. to the Examination Centre, failing which they shall not be allowed to appear for the examination.
 13. The number of vacancies is tentative and may increase/decrease depending upon requirement as on date of recruitment.
 14. There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-fourth ($\frac{1}{4}$) of the marks assigned to that question. If a question is left blank, i.e. no answer is marked, there will be no penalty for that question.
 15. The candidate must indicate his primary e-mail ID and primary Mobile Number on which the communication from the Council would reach.
 16. Applicants applying for more than one post should submit separate applications for each post and remit the application fee for each post separately.
 17. The candidate applying for multiple posts should indicate the same primary e-mail ID and primary Mobile No. against all posts applied for by him/her. Failure to do so may lead to rejection/cancellation of the Applications.
 18. Candidates should indicate the choice of Examination Centre for Written Test from the cities listed in the appropriate column of the online Application Form. No change in the city of Examination Centre will be entertained. The Council, however, reserves the right to direct the candidate to appear for Written Test at any location irrespective of his/her indicated choice depending upon the number of applications received and the administrative convenience.
 19. The candidate must note that the mere fact that an admit card for the written test has been issued to him/her, does not imply that the candidature has been finally accepted by the Council or that the entries made by the candidate in his/her application have been accepted by the Council as true and correct. If at any point of time, it is found that the information furnished by the candidate was incorrect in any respect or forged /fabricated documents were presented by any candidate, his/her candidature will be cancelled and if appointed, his/her appointment will be terminated without notice or compensation in lieu thereof and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates..

20. Candidates should affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Black Pen in another box of 3.5 cms x 1.5 cms below the photograph on the same Paper. Scan the above photo and signature in a single file in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form.
21. Before finally submitting the on-line Application Form, the candidates must go through the same carefully. It should be noted that incomplete / incorrect application form will be summarily rejected.
22. After submitting the Application Form, the candidate should take the printout of Acknowledgement Slip bearing a reference number, which should be referred to in all future correspondence with the Council in connection with recruitment process.
23. Any request for change of address shall not be entertained. Also no change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.
24. Answer Keys will be placed on the Council's website after written examination. Any representation regarding Answer Key received within 05(five) days of uploading the Answer Key will only be considered and the decision of the Council in this regard will be final.
25. The details submitted by the candidates in their application form will be verified with the documents submitted before the Skill Test.
26. All candidates who are called for appearing at the Typing Test/Skill Test will be required to produce the relevant Certificate in Original, along with a self-attested copy thereof, such as Mark Sheets, Provisional Certificates, Caste/Community Certificate etc. as proof of having acquired the minimum educational qualification on or before 01.09.2016 failing which the candidature of such candidates will be cancelled.
27. Only the date of birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.
28. Candidates working with Central Govt/ State Govt./PSU/Autonomous bodies have to furnish **'NOC' at the time of Skill Test**. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated. The jurisdiction of all legal matters for this recruitment will be exclusively at Delhi and legal cases filed (if any) in other courts will not be maintainable.
29. The appointment of selected candidates will be subject to medical examination and verification of character and antecedents from the competent authorities.
30. The selected candidates will be governed by the Rules and Regulations as are applicable to other employees of the Council and necessary undertakings will have to be given before appointment.
31. New Pension Scheme (NPS), 2004 will be applicable.
32. The selected candidates will be posted in the institutes/units of the Council located throughout the country. Details of the location of the institutes/units of the Council are available on the website namely, www.ccrhindia.org
33. With regard to the posting of the selected candidates, the details of the vacancies relating to the post of Lower Division Clerk (LDC) in the Institutes/Units of the Council will be uploaded on the website of the Council and the selected candidates will be asked to indicate their preference for posting. As far as possible, the posting will be made keeping in view the merit of the candidate, his choice of place of posting and the number of vacancies available at the particular

Institute/Unit. Once posted they will not be normally transferred. Transfer on own requests will be subject to availability of vacancies or with mutual consent for which no TA/DA will be paid.

34. No TA/DA will be paid for attending the Written Test and/or Skill Test or joining the post.
35. **Canvassing through any source will lead to disqualification of the concerned candidate.**
36. Use of mobile phone/calculator and other electronic gadgets and their accessories is not permitted. Therefore, these should not be brought inside the Examination Premises/Venue as the Council cannot ensure their safe custody.
37. For any query relating to On-line filling up of application form, please contact Tel.No. 08376063201 on working days (except Saturday and Sunday) (10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM).


Assistant Director (Admn)