



केन्द्रीय होम्योपैथी अनुसंधान परिषद्
(स्वायत्त निकाय, आयुषमंत्रालय, भारत सरकार)
CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY
(An Autonomous Body of Ministry of AYUSH, Govt. of India)

Advt. No. 03/2020

Date: 22nd February, 2020

VACANCY NOTICE

The Central Council for Research in Homoeopathy (CCRH) invites applications for filling up of one post of Research Officer (Pharmacognosy) on deputation including short-term contract basis:-

Sl. No.	Name of post	Research Officer (Pharmacognosy)
1.	Number of post	01 (One)
2.	Scale of pay of the post	Level-10 (Rs.56,100 - 1,77,500) of the Pay Matrix
3.	Educational Qualification required	Master's Degree in Science in Botany/ Medicinal Plants or M. Pharma (Pharmacognosy) from a recognized University/ Institute.
4.	Method of recruitment	Deputation including short term contract/promotion.
5.	The last date for receipt of application	22 nd April, 2020

Further details about age limit and other terms and conditions are available on the website of the Council, www.ccrhindia.nic.in.


Assistant Director (Admn)

The Central Council for Research in Homoeopathy (CCRH), an autonomous body under the Ministry of AYUSH, Government of India invites application for the post to be filed up on deputation including short- term contract basis:

Name of post	Research Officer (Pharmacognosy)
No. of posts	01 (One)
Scale of pay	Level-10 (Rs.56,100 - 1,77,500) of the Pay Matrix
Eligibility Conditions	Officers under the Central/State Governments/Public Undertakings/ Research Institutions/Autonomous Bodies/Universities etc. holding (a) Analogous posts or with 03 years' service in PB-02 Rs.9300-34800+ Grade Pay of Rs.4600/-; and (b) Having Master's Degree in Science in Botany/ Medicinal Plants or M. Pharma (Pharmacognosy) from a recognized University/ Institute. Desirable: Ph. D in the relevant subject.
Age limit	Not exceeding 56 years as on the last date of receipt of applications.
Period of deputation including short- term contract	Initially for one year.
Job Requirement	a. Conducting Pharmacognostic studies of Homoeopathic drugs and raw materials. b. Assisting in carrying out Pharmacopoeia work. c. Providing inputs for drug monographs for Pharmacopoeia purposes. d. Development of research-based publications and other work assigned by the superior authority.
Method of recruitment	Deputation including short term contract/promotion.
Place of posting	Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi- 110058 [Tel: 011-28524415]

General Instructions:

1. 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.
2. **The last date for receipt of application is 22nd April, 2020.**
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 Area, Opposite D-Block, Janakpuri, New Delhi – 110058 along with (i) Attested copies of ACRs/APARs for last 05/03 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 Research Officer (Pharmacognosy)**” 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. The selected candidates are liable to be posted anywhere in India.
6. Candidates are requested to see Council’s website (www.ccrhindia.nic.in) on regular basis for any new announcement in this regard.
7. No TA/DA will be admissible for attending test/interview.
8. **Canvassing in any form OR on behalf of a candidate will be a disqualification.**


Assistant Director (Admn)

BIO-DATA/CURRICULUM VITAE PROFORMA

Name of the post:.....

1. Name and address (in Block letters)	
2. Date of Birth (in Christion 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	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
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	*Pay Band and Grade Pay/ Pay Scale held on regular basis	Nature of Duties (in details) highlighting, experience required for the post applied for

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

Office/ Institution	Pay, Pay- Band and Grade Pay drawn 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.
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<p>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.</p> <p>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.</p>		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organisation</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>		
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 PB	Grade 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 Scale of Pay and rate of increment	Dearness Pay/ Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
<p>16.A. Additional information. If any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over 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</p>		

is insufficient)	
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)	
# (The option of ‘STC’ / ‘Absorption’ / ‘Re-employment’ is available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).	
18. Whether belongs to SC/ST	

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.

6. 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)