

राष्ट्रीय होम्योपैथी मानसिक स्वास्थ्य अनुसंधान संस्थान
National Homoeopathy Research Institute in Mental Health

केन्द्रीय होम्योपैथी अनुसंधान परिषद्, नई दिल्ली
(आयुष मंत्रालय, भारत सरकार)(CCRH, Ministry of AYUSH, Govt. of India)
सचिवोत्तमपुरम.पि .ओ,कोट्टायम.-686 532 (केरला)

Sachivothamapuram P.O., Kottayam-686 532 (Kerala)

ई.मेल/ E.mail: crihktm@gmail.com वेब साइट /Website:www.ccrhindia.nic.in

फोन / Tel : 0481 -2432238(मंत्रालय /Off), 2436322(प्र. नि. /OIC), 2430519(अस्पताल /Hospital) फ़ैक्स / Fax: 0481 -2432238

Annexure -I

Advt. No. _____

Date _____

**RECRUITMENT OF CONSULTANT (ADMINISTRATION) IN NHRIMH,
KOTTAYAM**

The Central Council for Research in Homoeopathy intends to engage one (01) Consultant (Administration) for National Homoeopathy Research Institute in Mental Health, Kottayam on contract basis at a consolidated remuneration of Rs.50,000.00 (Rupees fifty thousand only) per month through test/interview to be held on 05.02.2021. Further details regarding educational qualification, place of posting, venue of interview etc are available at Council's website www.ccrhindia.nic.in.


OFFICER IN-CHARGE

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHYAPPLICATION FOR THE POST OF CONSULTANT (ADMINISTRATION)

1. Name of the applicant in full
(in block letters) :
2. Father's/Husband's name :
3. Religion and Caste
(Attach attested copy of Caste Certificate
In case of SC/ST/OBC in the prescribed format
Issued by the competent authority)
4. Address in Block letter with PIN code
(a) Permanent
(b) Correspondence
(c) E-mail ID
(d) Mobile/land line phone no.
5. Date of birth and age.
6. Educational qualifications
(Attach attested copies of relevant documents)

Affix one
attested
passport size
coloured
photograph

Qualifications	Year of passing	Awarding Authority	Year of completion of internship training

7. Experience if any
(Attach attested copies of relevant documents)

Experience	Period in year	Duration		Name of the Organization	Area/Subject of Training
		From	To		

8. Details of Pension Payment Order

PPO No	Date	Name of the Institution

9. In case of physically handicapped person candidate must attach attested copy of certificate issued by Medical Board constituted by Central/State Govt.
10. Other information, if any
11. List of enclosures

UNDERTAKING

I hereby declare that the information & particulars furnished by me as above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

Date:

Signature of candidate
Complete postal address of the candidate
With PIN CODE

Note: Every page of the application, along with enclosures, should be continuously page numbered and also self attested by the candidate.

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: CONSULTANT (ADMINISTRATION)

Name
Whether SC/ST/OBC/PH/General
Father's/Husband's Name.....
Address
.....
.....

Affix one
attested passport
size coloured
photograph

Signature of candidate

Sig. Of Rep. Of CCRH

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: CONSULTANT (ADMINISTRATION)

Name
Whether SC/ST/OBC/PH/General
Father's/Husband's Name.....
Address
.....
.....

Affix one
attested passport
size coloured
photograph

Signature of candidate

Sig. Of Rep. Of CCRH



Annexure -II

RECRUITMENT RULE FOR THE POST OF CONSULTANT (ADMINISTRATION)

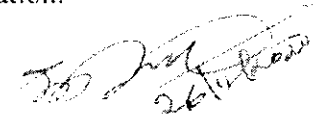
Name of post	Consultant (Administration)
No. of post	01 (One)
Qualification and Experience	Officers retired from the post not below the rank of Under Secretary or equivalent in Central Government/State Government/Autonomous Bodies of the Government of India, or equivalent and possessing following qualifications and experience: I. Degree of a recognized University/Institute II. 05 (five) year's experience in administration, establishment and disciplinary matters in Govt. Department and well conversant with Govt. Rules and Regulations.
Age limit	Not exceeding 64 years on the date of test/interview.
Emoluments	Rs. 50,000/- per month (Consolidated).
Tentative period of engagement	One year, likely to be extended subject to satisfactory performance.
Job requirements	To maintain/undertake: (i) Establishment, administrative and disciplinary matters; (ii) Office management. (iii) Management and co-ordination of works of all departments/sections. (iv) Oversee the works being undertaken by the CPWD. (v) Any other work assigned by the Officer Incharge.
Date and Time of Test/Interview	05 th February, 2021
Place of Test/Interview and posting	National Homocopathy Research Institute in Mental Health, Sachivothamapuram P.O, Kottayam, Kerala – 686 532.

General Instructions:

1. The engagement will be tenure based.
2. The eligibility of candidate will be determined as on the date of Test/Interview.
3. The candidates who fulfill the eligibility requirements may send an application in the prescribed format (Annexure-III) to the above said address along with following documents.
 - a. A copy of Pension Payment Order (PPO).
 - b. Attested photocopies of certificates of qualifications, birth certificate, experience certificate;
 - c. Passport size photographs. (02 Nos.)

Original documents are also required for verification at the time of test/interview.

4. Applicants appearing with incomplete documents will not be entertained for the test/interview.
5. The candidate if employed with any Autonomous body/Govt. Department or private sector may bring NOC from their employer at the time of interview/test.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. In case of large number of candidates reporting for test/interview, the competent authority reserves the right to shortlist candidates by adopting appropriate criteria. Further, the interview may also be held on the next day.
8. The selected candidate shall have no claim for appointment on regular basis by virtue of his being engaged on contractual basis.
9. The contract can be terminated without notice by the competent authority, if at any time the conduct, performance and activities of the individual are found detrimental to the interests of the Institute.
10. The selected Consultant will have to sign a non-disclosure undertaking.
11. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions.
12. Candidates are requested to see the website of Central Council for Research in Homoeopathy (CCRH) (www.ccrhindia.nic.in) on regular basis for any new announcement in this regard.
13. No TA/DA will be admissible for attending the test/interview.
14. Canvassing in any form OR on behalf of a candidate will be a disqualification.


26/11/2020
Officer Incharge.
N.H.R.I.M.H.
Kottayam