



# केन्द्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्त निकाय, आयुष, मंत्रालय, भारत सरकार)

## CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body under Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058

Advt. No. 19/2022

Date: 01.04.2022

### Recruitment of Junior Stenographer

Applications are invited from eligible candidates for filling up of 03 posts of Junior Stenographer as per following details: -

Name of post:	Junior Stenographer
No. of posts:	03 (Three) - [01-SC, 02-UR]
Level in the Pay Matrix:	Level - 4
Age Limit:	Between 18 and 27 years. (Relaxable as per DOPT orders issued from time to time).
Educational and other qualifications:	12 <sup>th</sup> pass or equivalent qualification from a recognized Board or University.

The details about other terms and conditions are available on the website of the Council, [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in). **The last date for receipt of applications is 10.05.2022.**

(Dr. Praveen Oberai)  
Head of the Office

Applications are invited from eligible candidates for filling up of 03 posts of Junior Stenographer in Central Council for Research in Homoeopathy. Qualifications and other eligibility conditions are given below:

<b>No. of post (s):</b>	03 (Three) - [01-SC, 02-UR]
<b>Level in the Pay Matrix:</b>	Level - 4
<b>Age Limit:</b>	Between 18 and 27 years. (Relaxable as per DOPT orders issued from time to time).
<b>Educational and other Qualifications:</b>	12 <sup>th</sup> Standard pass or equivalent from a recognized Board or University.
<b>Institute place of posting</b>	CCRH Hqs- 02 posts NHRIMH, Kottayam - 01 post

### SELECTION PROCEDURE

1. The candidates are required to secure minimum cut-off marks in the written test to be considered for inclusion in the select list or reserve panel, as under:-

Category	Cut- off Marks
General	45%
SC	40%

However, the competent authority reserves the right to fix a lower cut-off mark for the written test in case the SC candidates meeting the prescribed cut-off marks are not available to fill up the post reserved for them.

2. The selection will be made through written examination consisting of Multiple Choice Questions (MCQs) and Skill Test (Dictation and 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 for preparation of the final Merit List.
3. Skill Test norms on Computer:  
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.
4. Scheme of Written Test:  
The examination will be OMR based and will comprise Multiple Choice Questions (MCQ) in the following subjects: General Intelligence and Reasoning – (50 questions), General Awareness – (50 questions), English Language Comprehension - (100 questions). Each question will carry one mark. The questions are to be answered in 02 (two hours). The

questions relating to General Intelligence & Reasoning and General Awareness will be set both in English and Hindi.

**5. GENERAL CONDITIONS:**

1. **The last date for receipt of application is 10.05.2022.** The Applications received after the last date OR with incomplete information will be summarily rejected. If the last date happens to be a holiday, it will stand extended to the next working day.
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 the posts at any stage of recruitment.
3. The candidates are required to pay the following fee:

<b>General, OBC and EWS</b>	<b>Women/SC/ST/Physically Handicapped</b>
Rs. 300/- (Three hundred only).	Nil

Fee is to be paid in the form of Demand Draft or Pay Order, to be drawn in favour of **'Director General, CCRH'** and payable at **New Delhi**. Fees once paid will not be refunded nor adjusted in future recruitment. Applications received without requisite fee will be summarily rejected.

4. **Eligibility** of the candidates including maximum age limit will be counted as on the closing date for receipt of applications.
5. **Application Form and Documents:** Self-attested copies of the following documents are required to be submitted along with the Application Form:
  - a. **Application:** The application should be in the prescribed format (**Annex-1 & 2**) duly completed in all respects and all pages, including enclosures, signed and continuously numbered.
  - b. **Proof of Age:** Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating Date of Birth or Mark-sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth.
  - c. **Educational qualifications:** Mark-sheets and 12<sup>th</sup> pass certificate issued by the Board or University.
  - d. **Caste/Tribe** certificate as per the formats prescribed by the Department of Personnel and Training, Government of India for employment under the Central Government – specimen form is enclosed (**Annex-3**).
  - e. **Physically handicapped** candidates are required to submit certificate in the prescribed format from the competent medical authority indicating the degree of physical disability as 40% or more.
  - f. **Application fee:** Should mention the relevant details in the application form. The DD/Pay order should be properly attached on the front page of Application form. Further the candidate should write his name, address and telephone number on the back of the DD/Pay order.