



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 th 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. **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:

| | |
|--|---|
| No. of post (s): | 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 th Standard pass or equivalent from a recognized Board or University. |
| Institute place of posting | 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:

| | |
|---------------------------------|---|
| General, OBC and EWS | Women/SC/ST/Physically Handicapped |
| 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/10th Standard or equivalent certificate indicating Date of Birth or Mark-sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth.
 - c. **Educational qualifications:** Mark-sheets and 12th 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.

- form. Further the candidate should write his name, address and telephone number on the back of the DD/Pay order.
- g. Original certificates/ documents are required to be produced before joining. The selected candidates will also be asked to produce no objection certificate, if employed, from their employer before issue of offer of appointment.
 6. The applications in the prescribed format, duly completed in all respects, should reach the
 7. Age relaxation to candidates belonging to physically handicapped will be available as per the orders of the Government of India.
 8. The upper age limit is relaxable for Central Government servants as per Government of India (DoPT) orders. A candidate seeking age relaxation under this category would have to produce a certificate issued after the date of advertisement from his/her employer on the office letter head as per the proforma attached (**Annex-4**). The age relaxation will be admissible to such Central Government servants as are working in post which are in the same line or allied cadres and where a relationship could be established that his service already rendered in a particular post will be useful for the efficient discharge of the duties of the post the recruitment of which has been advertised.
 9. 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 wish 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.
 10. 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 in addition to the Admit Card issued by the Council.
 11. 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.
 12. 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.

13. All the candidates who are invited for the Skill Test will be required to produce the relevant Certificates in original, alongwith a self-attested copy thereof, such as Mark Sheets, Provisional Certificates, Caste/Community Certificate etc. as a proof of having acquired the minimum educational qualification on or before the closing date for receipt of application failing which the candidature of such candidates will be cancelled.
14. 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,
15. 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 against him. 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.
16. The appointment of selected candidates will be subject to medical examination and verification of character and antecedents from the competent authorities.
17. 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.
18. New Pension Scheme (NPS), 2004 will be applicable.
19. No TA/DA will be paid for attending the Written Test and/or Skill Test or joining the post.
20. 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.
21. The number of vacancies may vary subject to the requirement at the stage of final selection.
22. Council will not be held responsible for any postal delay.

23. Candidates are requested to see Council's website (www.ccrhindia.nic.in) on regular basis for any new announcement in this regard. Any new announcement will be made only through the website of the Council. Candidates are advised to indicate an e-mail ID's in their application and keep it active.
24. The candidates selected for appointment are liable to be transferred anywhere in India. Details of the locations of the Institutes/Units of the Council are available on the website of the Council.
25. **Canvassing through any source will lead to disqualification of the concerned candidate.**

Head of the Office

APPLICATION FOR THE POST OF
JUNIOR STENOGRAPHER IN CCRH
(Advt. No. /2021)

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|--|
| Self attested passport size photograph |
|--|

1. Name of the candidate :
(in block letters)
2. Father's/Husband's Name :
3. Gender : Male/ Female/ Transgender
4. Category : SC/ST/OBC/PH/EWS/GENERAL
5. If exempted from payment of fee, state the category:
6. Particulars of Demand Draft/Pay Order:

| Name of the Bank | Branch | Amount | No. of DD/Pay Order |
|------------------|--------|--------|---------------------|
| | | | |

7. Address (in block letters):
 - a) Permanent:
 - b) Email I.D:
 - c) Mobile Phone No.:
 - d) Landline Phone No. (With STD code):
8. Date of birth (in Christian era) :
9. Age as on closing date:
10. Whether seeking age relaxation: Yes/No
If 'Yes' state the category:
(Applicable to SC, Physically Handicapped and Central Governments servants)
11. Nationality:
12. Aadhar No.

13. Educational qualification:

| Examination Passed | Institute/University | Subject studied | Year of Passing | % of Marks | Division Obtained |
|--------------------|----------------------|-----------------|-----------------|------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

14. Experience:

| Name of Organization | Post held | Pay Scale | Duration of service | | Nature of Duties |
|----------------------|-----------|-----------|---------------------|----|------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

15. Details of the employment in chronological order (enclose separate sheet showing status of the post etc., duly signed)

| Office/Institution/Organization | Post held | From | To | Pay Band/Scale of Pay and present basic pay, Grade Pay | Nature of duties |
|---------------------------------|-----------|------|----|--|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

16. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.

17. In case the present employment is held on deputation/contract basis please state:

- a) Date of initial appointment
- b) Period of appointment, on deputation/contract
- c) Name of the present office/organization to which you belong

18. Additional details about present employment:

- a) Whether working under – Central Government/Autonomous Organization/Government Undertaking/State Government/Universities

- b) Total emoluments receiving per month:
19. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)
 20. Option of language for Skill test (English or Hindi) :
 21. Please enclose attested photocopies in support of your qualifications, mark sheets of all the examinations conducted by Board/University, experience, etc.
 22. List of Enclosures:
 23. Remarks:

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 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.

Admit Card (to be filled in duplicate)
CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: JUNIOR STENOGRAPHER

Name : _____

Father's/ Husband's Name: _____

Name & Address (in bold letters with PIN code)

Self attested
passport size
photograph

(For official use)

Sign. of the Candidate

Roll No. _____

Sign of Rep. of CCRH

Admit Card (to be filled in duplicate)
CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: JUNIOR STENOGRAPHER

Name : _____

Father's/ Husband's Name: _____

Name & Address (in bold letters with PIN code)

Self attested
passport size
photograph

(For official use)

Sign. of the Candidate

Roll No. _____

Sign of Rep. of CCRH

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Shrimati/ Kumari
Son/daughter* of.....of village/town*
..... District/Division* of the State/Union.....
Territory*belongs to the
..... Caste/Tribe which is recognized as Scheduled Caste/Scheduled Tribe*under:

- The Constitution (Scheduled Caste) Order, 1950
 - The Constitution (Scheduled Tribe) Order, 1950
 - The Constitution (Scheduled Caste) (Union Territories) Order, 1951
 - The Constitution (Scheduled Tribes) (Union Territories) Order, 1951
- [as amended by the Scheduled Caste and Schedule Tribes Lists (Modification)Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
 - The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribe Order (Amendment) Act 1976
 - The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
 - The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
 - The Constitution (Pondicherry) the Scheduled Castes Order, 1964
 - The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
 - The Constitution (Goa, Daman & Diu) Scheduled Castes, Order, 1968
 - The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968
 - The Constitution (Nagaland) Scheduled Tribes Order, 1970
 - The Constitution (Sikkim)Scheduled Castes Order, 1978:

2. Shri/Smt.* /Kumari*and*/or his/her* Family ordinarily reside(s)
in village/town* of..... District/
Divisions of the State/Union territory of.....

Signature.....

Designation.....
(With Seal of Office)
State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

NOTE: The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950

Proforma for claiming age concession

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing authority)

This is to certify that Shri/Ms..... S/o, D/o, W/o Shri..... is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under: -

.....
.....
.....

Certified that:

*(a) Shri/Shrimati/Kum holds substantively a permanent post of in the Officer/Department of with effect from

*(b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of In the Office/Department with effect from

Place.....
Date.....

Signature.....
Name.....
Designation.....
Ministry/Office.....
Address.....
Office SEAL

* Please delete the words/paragraph not applicable.