



केंद्रीय आयुर्वेदीय विज्ञान अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जनकपुरी, नई दिल्ली-110058
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of Ayush, Govt. of India
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homocopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

EPBX

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ADVERTISEMENT NO. 02/2026

FILLING UP THE POST OF PRIVATE SECRETARY, STENOGRAPHER GRADE-I, ACCOUNTANT AND UPPER DIVISION CLERKS ON DEPUTATION BASIS IN CCRAS.

The CCRAS is the Apex Body in India for formulation, co-ordination, development and promotion of research in Ayurveda. The Council carries out its activities and functions through its network of 30 peripheral Institutes/Research Centers located all over India. The Headquarter of the Council is situated at New Delhi on the above captioned address. The Council invites applications on deputation basis in prescribed format for below mentioned posts:-

- Four Posts of Private Secretary in pay level-7 available at CCRAS Hqrs Office, New Delhi, CARI-Kolkata. CARI, New Delhi and CARI, Patiala
- Three posts of Stenographer GD-1 in pay level -6 available at New Delhi and Bhuvneshwar
- One post of Accountant in pay level-7 available at CCRAS Hqrs Office, New Delhi
- Twenty-five posts of Upper Division Clerk in pay level-04 –available at Gwalior, Kolkata, Gangtok, Mandi, Port Blair, Ranikhet, Itanagar, Chennai, Jai Pur and New Delhi.

However, selected persons may be posted to any of the peripheral Institutes located all over India as per requirement of the Organization.

2. ELIGIBILITY CONDITIONS

A. Private Secretary in Pay Level-7

Holding analogous post on regular basis in the parent cadre or Department

OR

With five years regular service in pay level-6 as Stenographer Grade-I

B. Stenographer Grade-I in Pay Level-6:

Holding analogous post on regular basis in the parent cadre or Department.

OR

With 10 years regular service in pay level-four as stenographer Grade-II

C. Accountant

Officers working under the Central Govt./Central Autonomous Bodies/State Govt./PSUs, holding analogous post on regular basis and having experience of Cash, Accounts and Budget work:

OR

With three years regular service in a post in Pay Level-6 having experience in Cash, Accounts and Budget work:

OR

Working in any of the Organized Accounts Department as Accountant/ Jr. Accountant in Pay Level-6 with three years regular service.

D. Upper Division Clerks :

- (a) Officers of the Central Govt. holding analogous post on regular basis

OR

Should have Eight years of regular service as Lower Division Clerk in pay level 2 or equivalent.

NOTE :-

- a) The period of deputation in respect of all the posts will be initially 01-year extendable up to 03 years on year-to-year basis subject to premature repatriation on administrative grounds. The maximum age limit for applying for deputation shall not be exceeding 56 years as on the closing date of application.
- b) The terms & conditions and Pay and Allowances of the candidates selected for appointment on deputation basis will be governed by standard terms of deputation/Foreign Service as issued by Govt. of India from time to time.
- c) **Advance application will not be entertained and canvassing in any form will be a disqualification.**

3. (1) **The applications form can be downloaded from Council's website www.ccras.nic.in.**
- (2) The application in the prescribed proforma is to be forwarded through proper channel to the Director General, CCRAS, on the above address not later than 60 days from the date of appearing of this advertisement in Employment News.
4. The following documents are to be enclosed along with the application:-
- (i) A certificate to the effect that concerned forwarding parent department/Ministry has no objection to the appointment of the applicant to the post applied for in the CCRAS.
- (ii) Details of penalties, if any, imposed, on the applicant during the last 05 years.
- (iii) Vigilance clearance in respect of the applicant duly signed by an officer of appropriate level along-with certified copies of ACRs/APRs for the preceding five years.
5. **The last date of receipt of application will be 60 days from the date of appearing the Advertisement in Employment News (both days inclusive).**

-Sd-

Administrative Officer (Recruitment)

For Director General

Last Date for Receipt of Application _____

APPLICATION FORM (Through Proper Channel)

1. Name of the post applied for _____
Advertisement No. _____
2. Name _____
(In Block Letters)
3. Postal Address _____

4. Contact Number _____
5. E-mail ID (if any) _____
6. Date of Birth _____
(in Christian Era)

A recent
passport size
photograph to be
affixed in this
space.

7. Sex Male Female

8. Community (Whether SC/ST/OBC/Others) _____

9. Educational Qualifications (Starting from High School)

S.No.	Examination passed	Year of passing	Name of the School/College /University	%age of marks obtained	Subjects

10. Experience

S. No.	Name of Post	Scale of Pay	Name of the Department	Period		Nature of work
				From	To	

11. Training programme attended/participated _____

(Enclose self attested copies of certificates)

12. Details of Enclosures: _____

13. Choice of posting, if any (against available vacancies) _____

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Council if I am declared to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Department in writing that I am applying for selection to the post on deputation/foreign service basis.

Signature of the Candidate

Name _____

Date:

Place:

A Vigilance Clearance Certificate as given below should be given by the Department

Certified that Shri/Smt./Kumari/ _____ of
_____ holds a
temporary/permanent post of _____ in the
Department of _____ and that
no disciplinary case is pending or contemplated against him/her.

No.

Date:

Signature _____

Designation _____

Office Seal _____