



Central Council for Research in Yoga & Naturopathy

(Ministry of AYUSH, Govt. of India)

61-65, Institutional Area, Janakpuri, New Delhi-110 058

Website: www.ccryn.gov.in

Ph: 011-285204329, 30, 31, 32, 28522002, Fax: 011-28520435

VACANCY NOTICE

Applications are invited from eligible bonafide Indian Citizens for filling up of the following Posts on **deputation basis /short terms contract basis** in the Central Council for Research in Yoga and Naturopathy, an autonomous body under Ministry of AYUSH, Govt. of India, as per details given below:-

S. No.	Name of the Post and Pay Level	No. of Posts
1.	Admn.-cum-Accounts Officer in Level-10 (Rs. 56,100-1,77,500/-)	01
2.	Office Superintendent in Level-6 (Rs. 35,400-112400/-)	01
3.	Upper Division Clerk in Level-4 (Rs. 25,500-81,100/-)	02

For essential eligibility criteria and other general terms and conditions, please visit CCRYN website www.ccryn.gov.in.

The eligible and interested persons may apply in the format available on the CCRYN website www.ccryn.gov.in and may forward the application duly completed along with requisite documents to the Director, CCRYN within **45 days** from the date of issue of the advertisement in the 'Employment News'. The candidates working in Central/State Govt. /autonomous bodies/ Universities etc. must submit their applications through proper channel. The details regarding the eligibility criteria and prescribed proforma of the application form can be downloaded from CCRYN website: www.ccryn.gov.in.

Any addendum/corrigendum shall be posted only on the Council's website.

(Dr. Raghavendra Rao M.)
Director, CCRYN



केन्द्रीय योग एवं प्राकृतिक चिकित्सा अनुसंधान परिषद्

(आयुष मंत्रालय, भारत सरकार)

61-65, संस्थागत क्षेत्र, जनकपुरी, नई दिल्ली - 110058

Central Council for Research in Yoga & Naturopathy

(Ministry of AYUSH, Govt. of India)

61-65, Institutional Area, Janakpuri, NEW DELHI -110058

Ph: 011-28520430, 31, 32

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E-mail: director-ccryn@nic.in

ccryn.goi@gmail.com

Website: www.ccryn.gov.in

F.No.4-9/1996-97/CCRYN/Estt./

Dated: 03.04.2021

DETAILED VACANCY NOTICE / ADVERTISEMENT
FOR THE POST OF 'ADMINISTRATIVE-CUM-ACCOUNTS OFFICER', 'OFFICE
SUPERINTENDENT' AND
'UPPER DIVISION CLERK' IN CCRYN

Applications are invited from eligible Indian Citizens for the posts of 'Administrative-cum-Accounts Officer' in Pay Level - 10 (Rs. 56100-177500/-) 'Office Superintendent' in Pay Level-6 (Rs. 35400-112400/-) and 'Upper Division Clerk' in Pay Level-4 (Rs. 25,500-81,100/-) in the Central Council for Research in Yoga and Naturopathy on the basis of transfer on deputation / short term contract from officers of the Central/State Government including autonomous bodies.

Details of the posts etc. are as under:-

1. Administrative-cum-Accounts Officer: 01 Post

Eligibility Criteria:

a). Holding analogues post on regular basis

OR

b). With 05 (Five) years regular service in Pay Level 7 (44,900-1,42,400/-) [PB-II, Rs. 9300-34800 + grade pay Rs. 4600 (pre-revised)]

OR

With 03 (Three) years regular service in Pay Level 8 (47,600-1,51,100/-) [PB-I, Rs. 9300-34800 + grade pay Rs. 4800 (pre-revised)].

The prospective candidates must have experience in Administrative, Establishment and Accounts matter.

OR

c). Those possessing qualifications and experience prescribed for direct recruits.

(Essential qualification for direct recruitment:

1. Degree from a recognised University.
2. Atleast 8 years experience in a Govt/Public undertaking of repute of which 4 years should be in responsible supervisory capacity.
3. Adequate experience in personnel management with thorough knowledge of accounts, budget, budgetary control and work relating to internal audit.

Desirable:

Knowledge of rules and regulations of Govt. Administrative and Establishment procedure.)

1. Office Superintendent: 01 Post

Eligibility Criteria:

a). Holding analogues post on regular basis

OR

With 05 (Five) years regular service in the scale 1400-2600 (as revised under Central Pay Commission from time to time)

OR

With 07 (Seven) years regular service in the scale 1400-2300 (as revised under Central Pay Commission from time to time) or equivalent

OR

With 10 years regular service in the post in the scale of Rs. 1200-2040 (as revised under Central pay Commission from time to time)

The prospective candidates must have experience in administrative and establishment matters.

b). Candidate possessing qualifications and experience prescribed for direct recruitment.

(Essential qualification for direct recruitment:

1) Degree of a recognized University.

2) At least 05 years experience as a Senior Clerk or equivalent post in a Govt. / Semi Govt. / Department/ Public Undertaking or an Institution of repute.

3) Adequate knowledge of Govt. Rules, regulations and procedures and ability to do correspondence work independently.

Desirable:

1) Experience in work relating to establishment matters, accounts, budget, meeting, conferences etc.

2) Knowledge of typing.)

2. Upper Division Clerk: 02 Posts

Eligibility Criteria:

a). Holding analogues post on regular basis

OR

With 08 (Eight) years regular service in the grade of Rs. 950-1500 (as revised under Central Pay Commission from time to time) and possessing the qualifications and experience prescribed for direct recruits.

(Essential qualification for direct recruitment:

1) Degree of a recognized University.

Desirable:

1) At least five years experience as L.D.C. in a Govt. Dept/Public Undertaking Institute.

2) Adequate knowledge of office procedures rules and regulations)

General terms & conditions:

1. **Upper age limit:** Maximum 56 years. The Maximum age limit for appointment by deputation shall not exceed fifty-six year as on the closing date of receipt of applications in CCRYN.
2. Persons in service of Central Govt. /State Govt./Autonomous Bodies/ PSU/Universities etc. should forward hard copy of application through proper channel along with vigilance clearance, integrity certificate and attested copy of last five years ACR/APAR's to the undersigned at the address given below, **within 45 days** from date of publication of the advertisement in the Newspapers/ Employment News. Applications received after due date will not be considered. An envelope must superscribed "APPLICATION FOR THE POST OF _____" to:

**The Director
Central Council for Research in Yoga & Naturopathy (CCRYN),
61-65, Institutional Area, Opposite 'D' Block,
Janakpuri, NEW DELHI - 110058**

3. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. /State Govt./Autonomous Bodies/ PSU/Universities etc., shall ordinarily not exceed five years.
4. Hard Copy of application should be submitted in the proforma enclosed and be forwarded by the Cadre Controlling Authority.
5. Internal Candidates who are in the direct line of promotion in their respective feeder cadre shall not be eligible for consideration for appointment on deputation basis.
6. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI/DoPT vide letter No.6/8/2009-Estt(Pay II) dated 17.06.2010 and as amended from time to time.
7. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be shortlisted/selected.
8. Candidates who have not completed mandatory Cooling Off period may not be recommended by the organizations.
9. The selected candidates will be appointed on deputation basis initially for a period of one year, which may be further curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/borrowing departments/organizations.
10. **The CCRYN reserves the right:**
 - (a) To fix criteria for screening the applications so as to reduce the number of candidates to be called for Skill Test/Written Tests/Interview/Interaction etc. as to be decided by the Competent Authority.
 - (b) To increase/decrease the number of vacancies on its own discretion.

- (c) To frame a panel of filling up future vacancies arising during the tenability of panel which is normally operative for one year.
- (d) Not to fill up any of the advertised positions.
11. The selection will be made on the basis of candidate's performance in the Skill Test/Written Tests/Interview/Interaction etc. as the case may be or to be decided by the Competent Authority.
 12. No TA/DA or local conveyance shall be paid to the candidates called for Skill Test/Written Tests/Interview/Interaction etc.
 13. Incomplete applications shall be summarily rejected and no further correspondence will be entertained in this regard.
 14. Applications received after last date shall not be entertained and the CCRYN will not be responsible for any postal delay.
 15. The applicant should clearly mention the name of the post applied for on the top of the envelope.
 16. CCRYN reserves the right to fill or not to fill the posts advertised, in the event of exigency is decided by the Council.
 17. Any dispute arising in the matter of filling up of advertised vacancies will be subject to the jurisdiction of the Courts in Delhi.
 18. Any Amendments/Corrigendum/Addendum shall be uploaded on the CCRYN website (www.ccryn.gov.in).

(Dr. Raghavendra Rao M)
Director

Encl: As above



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APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

Note: (i) The application should be forwarded through proper channel/ the concerned department, with copies of the ACRs/ APARs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.

(ii) Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

Post Applied For:.....

1. Name

(in block letters) :

2. Father Name

:

3. Postal Address

:

.....

.....

4. Permanent Address

:

.....

.....

5. E-mail ID

:

Contact No.

(Mobile & Landline)

:

6. Fax No.

:

7. Date of Birth & Age

:

8. Date of Superannuation

:

9. Present Post held

:

10. Present Pay Band

Grade Pay/Pay Matrix Level

:

Photo

Contd... (1/3)

11. Educational Qualification: (Please enclose self-attested photocopies of relevant document)

Exam Passed	Board/ University	Year of passing	Duration	Subjects	Percentage

12. Professional Qualification : (Please enclose self-attested photocopies of relevant document)

Exam Passed	Board/ University	Year of passing	Duration	Subjects	Percentage

13. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below): (Please enclose self-attested photocopies of relevant document).

Office/ Institute/ Organization	Post held	Period		Nature of appointment (Regular/Ad- hoc/Deputation)	Scale of Pay/ Basic Pay/Pay Band with Grade Pay	Nature of Duties
		From	To			

*Applicants not holding the posts in Pay-Band /Grade Pay as per Central Government pay scale should indicate the equivalent pay scale vis-à-vis Central Government pay scales (with proof).

14. In case the present employment is held on deputation, please specify

a. The date of initial employment :

b. Period of appointment on deputation with address up to period:

.....

c. Name of parent Office/ Organization to which you belong:

.....

Contd...(2/3)

15. Details of proficiency in Computer (Please enclose Certificate for Computer Training Course of at least 6 months duration from a recognized institution)

16. Whether belong to :
.....
Gen/OBC/SC/ST/PH
Ex-Serviceman

17. Any Other Information :
.....
....

(Please attach additional sheet if required)

DECLARATION

18. I solemnly declare and affirm that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/selection /engagement, my candidature may be treated as cancelled and I, shall be liable for any action as the AUD deem fit and proper.

19. That I fulfill the requisite conditions in terms of age, Pay Matrix level in regular service, and other qualification for the post applied for i.e.....

Place:.....

Date:.....

(Signature of the Applicant)

(Please enclose self-attested photocopies of relevant documents)

Recommendation of Competent Authority

- I. The Service particular furnished by the applicant are verified from services record and are found to be correct, attested copies of ACRs/APAR for the last five years are annexed herewith.
- II. There is no Vigilance case is pending or contemplated against the Officer. No. departmental proceeding, enquiry is pending or contemplated against the Staff/Officer. No major or minor penalty has been imposed in the last 10 (ten)years.(in case penalty is imposed, please specify)

Date:.....

(Signature of Competent Authority)
Head of the Department/Organization
(with seal)