



CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

Ministry of AYUSH, Govt. of India

SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai – 600106

Advertisement No. 3/2021

CCRS proposes to engage the services of Consultant (budget & Accounts) and Medical Consultant (Siddha) on contract basis through Walk-in-Interview to be held on **05.08.2021**.

1. Consultant (Budget & Accounts) -1

Place of Posting: CCRS Hqrs, Chennai

Age: Not exceeding 64 years as on the date of interview

Remuneration: Last pay drawn minus pension

Qualification: a. Degree from a recognized University.

b. Retired Section Officers/ Under Secretary/Deputy Secretary.

2. Medical Consultant (Siddha) -1

Place of Posting: SCRI, Chennai

Age: Not exceeding 40 Yrs.

Remuneration: Rs.50 000/- (consolidated)

Qualification: M.D. (S), Desirable: MD (S) in Sirappu Maruthuvam

Further details regarding the essential/desirable qualifications, Venue etc. are available at the Council's website: www.siddhacouncil.com

Director General



केंद्रीय सिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्ध केंद्रीय अनुसन्धान संस्थान भवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नई - 600106

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

Ministry of AYUSH, Govt. of India

SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai – 600106

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F.No.2- 100 /2021-CCRS/Estt.

Advertisement No. 3/2021

WALK-IN- INTERVIEW

Important Note: (i) Interested candidates may, in their own interest, read the instructions carefully and ensure that they fulfill the eligibility conditions in all respects. Ineligible candidates will not be allowed to appear for the interview.

(ii) The terms and conditions, including remuneration, age, etc. will be governed by the Guidelines for engagement of Consultants issued by the Ministry of AYUSH vide F.No. A-41021/4/2020-E.II dated 11.06.2021 – copy attached.

The Central Council for Research in Siddha (CCRS), Chennai, an Autonomous Body under the Ministry of AYUSH, Government of India proposes to engage the services of Consultant (Budget & Accounts) and Medical Consultant (Siddha), on contract basis, through Walk-in Interview, as per the details given below. The engagement will be purely on contract basis, initially for a period of one year. **A written test will be held, if need be**, depending on the number of candidates, followed by the interview on the same day, of those candidates, who qualify in the written test.

Name/No. of the post	Qualifications	Remuneration	Place of posting	Date/time/ Venue of interview
Consultant (Budget & Accounts) - 1	Qualification: 1. Degree from a recognized University. 2. Retired Section Officers/ Under Secretary/ Deputy Secretary from Central Government/ Central Autonomous Bodies. 3. At least 10 years' experience in Budget and Accounts matters pertaining to Central Government 4. Candidates should have excellent communication and interpersonal skills, in addition to exemplary knowledge in Budget and Accounts. 5. Knowledge of computer applications such as MS Office, tally etc. 6. Candidates should be well conversant with office functions like drafting, noting, budget, accounts, office procedure, etc 7. Age not exceeding 64 years (Officers retired from State Governments or Banks, etc. will not be considered.)	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement and a fixed amount as Transport allowance as specified in the aforesaid Guidelines. The amount of remuneration so fixed shall	Central Council for Research in Siddha (CCRS), Hqrs Arumbakkam, Chennai.	05.08.2021 (Thursday) at 10:00 AM (Reporting time 9:00 AM. No candidate will be entertained after 09:45 AM) Venue: Conference Hall, Ground floor, SCRI, Building, Arumbakkam, Chennai.

		remain unchanged for the term of contract. There will be no annual increment percentage increases during the contract period.		
Medical Consultant (Siddha)-1	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post graduate degree in Siddha system of medicine from a CCIM recognized Institution. 2. Enrolment in the Central/State Register of Indian Medicine/Siddha as the case may be. 3. Age not exceeding 40 years <p>Desirable: MD (S) in Sirappu Maruthuvam</p>	Rs 50000/- (consolidated). The amount of remuneration shall remain unchanged for the term of contract. There will be no annual increment percentage increases during the contract period	Siddha Central Research institute (SCRI), Chennai	<p>05.08.2021 (Thursday) at 10:00 AM (Reporting time 9:00 AM. No candidate will be entertained after 09:45 AM)</p> <p>Venue: Conference Hall, Ground floor, SCRI, Building, Arumbakkam, Chennai.</p>

General Instructions

1. Age of the candidates will be determined as on the date of interview. Age relaxable in the case of SC/ST/OBC/PH candidates as per Government Rules, {for Medical Consultant (Siddha) only}.
2. The appointment will be initially for a period of one year, which may be curtailed or extended at any time at the discretion of the competent authority.
3. The engagement of above posts will be purely on contractual basis.
4. The candidates who fulfill the requirements may attend the walk-in-Interview along with an application in the prescribed format (**Annexure-I for Consultant (Budget & Accounts) and Annexure – II for Medical Consultant (Siddha)**)
5. The candidates should bring with them the originals of all the documents/certificates etc. for verification alongwith one set of self-attested photocopies of all documents/certificates.
6. The Competent authority reserves the right to postpone/cancel the recruitment process at any stage. The Selection Committee has the right to select or reject the application of any candidate.
7. **No TA/DA will be admissible for attending the Interview.**
8. Verification of documents will be done before the interview. The candidates should assemble at the Auditorium, III Floor, SCRI Building, Arumbakkam, Chennai for verification of certificates.
9. **Candidates are requested to see the Council's website on regular basis for any new announcement in this regard.**
10. **Canvassing in any form will be a disqualification.**

Director General

List of ORIGINAL DOCUMENTS to be submitted on the day of interview

- 1) **Age proof** - Matriculation/10th Standard or equivalent certificate – No other document like TC/University certificate/Registration certificate /passport will be accepted
- 2) **Educational Qualification:** All semesters/year-wise mark sheets.
Degree certificate issued by Recognized University.
Registration Certificate in the case of Medical Consultant (Siddha)
- 3) **Community Certificate:** SC/ST/OBC (Non-creamy layer) certificate issued by the Competent Authority in the prescribed format (if age relaxation is claimed) in the case of Medical Consultant (Siddha)
- 4) **Certificate of Experience, if any available:** Certificate indicating clearly the name of the Organization, duration of employment (date, month & year), nature of duties, pay drawn, etc.
- 5) **Service Particulars- in case of Consultant (Budget & Accounts):** (i) copies of service book entries or certificates indicating clearly the name of the Organization, duration of employment (date, month & year), nature of duties, last pay drawn, etc. (ii) Copy of Pension Payment Order

Annexure I

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI

Application for the Post of Consultant (Budget & Accounts), CCRS Hqrs, Chennai

1. Name of the applicant in full (in block letters) :
2. Father's/Husband's name :
3. Correspondence Address (in block letter with PIN code) :

4. a) E-mail Id (in capital letters) :
- b) Mobile No. :

5. Date of birth (Proof should be enclosed) :

6. Educational Qualifications:
(Attach self-attested copies of relevant documents)

Affix one passport
size colour
photograph

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialization	Distinction, if any
10 th /SSLC					
Degree					
Others					

7. Details of service particulars:

Post held	Name of the Deptt./ Institution/ Organization	Length of service		Scale of pay	Nature of duties
		From	To		

8. (a) Pay drawn, including pay matrix at the time of retirement :

(b) Basic Pension :

9. Knowledge of Computer :

10. Other information, if any :

I declare that all the information supplied by me, as above, are true, complete and correct to the best of my knowledge and belief.

Place:

Signature of the Applicant

Date:

Annexure II

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA, CHENNAI
Application for the Post of Medical Consultant (Siddha), SCRI Chennai

1. Name of the applicant in full :
(in block letters)
2. Father's/Husband's name :
3. Community (SC/ST/OBC/UR)
4. Correspondence Address :
(in block letter with PIN code)

Affix one passport
size colour
photograph

5. a) E-mail Id (in capital letters) :
- b) Mobile No. :
6. Date of birth (Proof should be enclosed) :

7. Educational Qualifications:
(Attach self-attested copies of relevant documents)

Examination	Name of the Degree	Name of the Board/ University	Division/ grade obtained	Subject(s) (major)/ Specialisation	Distinction, if any
Degree					
PG degree					
Others					

8. Experience, if any:
(Attach self-attested copies of relevant documents)

Post held	Name of the Deptt./ Institution/ Organization	Duration From.....To.....	Duration (years & months)	Scale of pay	Nature of duties

9. Particulars of registration :

Registration No.	Date of registration	Authority with whom registered	Status of renewal of registration

10. Particulars of publications in the reputed Journals, Magazines, etc., if any:

11. Knowledge of Computer :

12. Other information, if any :

I declare that all the information supplied by me, as above, are true, complete and correct to the best of my knowledge and belief. **I also undertake that the appointment will not confer any right to claim for continuation or regularization of appointment**

Place:

Signature of the Applicant

Date:



F. No. A-41021/4/2020-E-II
Government of India
Ministry of AYUSH

Ayush Bhawan, 'B' Block
GPO Complex, INA
New Delhi – 110023.
Dated, the 11th June, 2021.

To,

All Research Councils/ National Institutes/ Subordinate Offices/ PSU's
of the Ministry of AYUSH (As per Standard List).

**Subject : Guidelines for engagement of consultants in the Ministry of
AYUSH – reg.**

Madam/ Sir,

In supersession to this Ministry's letter of even number dated 17th
September, 2020, the guidelines for engagement of consultants in the Ministry
is hereby revised as per enclosure with immediate effect.

2. This issues with the concurrence of IFD vide CD No. 72 dated 21.05.2021.

Yours faithfully,

Abdul Sadiq Khan
(Abdul Sadiq Khan)

Under Secretary to the Government of India

Copy to:

1. CP&RTI section, Ministry of AYUSH.

GUIDELINES FOR ENGAGEMENT OF CONSULTANTS IN THE MINISTRY OF AYUSH

The Ministry of AYUSH engages professionals at various levels (as indicated at clause-1.5 below) for providing inputs on different aspects of work in the Ministry. This engagement is of the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. The engagement of Consultant on contract basis in the Ministry of AYUSH shall henceforth be regulated as per the following guidelines:

1. Eligibility:

- 1.1 Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization.
- 1.2 Graduates in Law, IT and other disciplines are eligible to be considered for selection for specific assignments as Consultants. However, the Domain Expert shall be PG degree holder in AYUSH systems/ related discipline. Such candidates must have at least 05-10 years' experience in handling related matters (preferably with Government, Autonomous bodies) and should be well versed in dealing with the subject matter.
- 1.3 Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.
- 1.4 Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.
- 1.5 The different levels of Consultants and their entry-level requirements are as follows:

S. No.	Entry-Level requirement	Designation
Retired Employees		
1	Retired Section Officers/ Under Secretary/ Deputy Secretary	Consultant
Open Market		
2.	05 years post qualification experience	Legal Consultant
3.	05 years post qualification experience	Media Consultant
4.	05 years post qualification experience	IT Consultant
5.	05 years post qualification experience	Project Consultant
6.	10 years post qualification experience	Sr. Legal Consultant
7.	10 years post qualification experience	Sr. Media Consultant
8.	10 years post qualification experience	Sr. IT Consultant
9.	10 years post qualification experience	Sr. Project Consultant
10.	05 years post qualification experience	Domain Expert

2. Age Limit:

- 2.1 Should not be more than 64 years of age on the last date for receipt of application.
- 2.2 The contract shall not be extended beyond 05 years after superannuation.

Handwritten signature

3. Remuneration:

- 3.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increases during the contract period.
- 3.2 No increment and Dearness Allowance shall be allowed during the term of contract.
- 3.3 A fixed amount as Transport allowance shall be paid to the consultants who are retired government employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017 – E.II(B) dated 07.07.2017. However, No Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows :
- (i) Appointee drawing pay in level -8 at the time of retirement will draw a transport allowance of Rs. 3,600/-.
- (ii) Appointee drawing pay in level -9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-.
- 3.4 For the consultants engaged through open market; a consolidated monthly remuneration (no separate transport allowance shall be payable) will be fixed as follows -

S. No.	Designation	Monthly Remuneration (Rs.)
1.	Legal Consultant	50,000/-
2.	IT Consultant	50,000/-
3.	Media Consultant	50,000/-
4.	Project Consultant	50,000/-
5.	Sr. Legal Consultant	75,000/-
6.	Sr. IT Consultant	75,000/-
7.	Sr. Media Consultant	75,000/-
8.	Sr. Project Consultant	75,000/-
9.	Domain Expert	75,000/-

- 3.5 Shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.
- 3.6 The level of entitlement for Travelling Allowance (TA) to the consultants engaged from open market will be based on their monthly remuneration. The consultants will be entitled to TA only when on official tour as follows :

S.No.	Monthly remuneration of Consultant	Level of Entitlement
1.	Rs. 50,000/-	Pay Level – 7 of the revised Pay Matrix i.e at par with the entitlement of Assistant Section Officer.
2.	Rs. 75,000/-	Pay Level – 10 of the revised Pay Matrix i.e at par with the entitlement of Section Officer.

4. Engagement :

- 4.1 The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 4.2 The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation. The term of all the consultants will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.
- 4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

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5. Engagement Procedure:

- 5.1 The Consultant would be engaged after following due procedure, including calling for applications through advertisement.
- 5.2 The engagement can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (AYUSH) and concurrence of IFD.
- 5.3 The scrutiny of applications and selection of Consultant will be carried out by a Committee in the Ministry/Organizations.
- 5.4 The Selection Committees shall comprise as under:

For Consultants & Legal Consultant	Other	Domain expert
Director/DS (Admn.) - Chairperson Under Secretary (Admin) - Member Under Secretary - Member	JS (Admin) - Chairperson Director/ DS(Admin) - Member Director/DS - Member	Joint Secretary(A) - Chairperson Adviser (Ayurveda Or Unani or Homoeo) - Member Jt. Adviser (Ayurveda Or Unani or Homoeo) - Member

- 5.5 The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6. Scope of Consultancy/ Responsibility:

- i. Matters relating to Establishment, Administration, Finance and Accounts.
- ii. Policy matters/Legislation.
- iii. Parliamentary/ Hindi matters.
- iv. Legal/IT/Media matters.
- v. New projects and specialized subject-areas.
- vi. Any other item of work as per requirement.

7. Retired Government Servants:

- 7.1 The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 7.2 The engagement as Consultant shall not be considered as a case of re-employment.

8. Leave :

- 8.1 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed..

9. Working Hours:

- 9.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- 9.2 They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

10. Tax Deduction at Source:

- 10.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

11. Confidentiality of data and documents:

- 11.1 The Consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- 11.2 The intellectual Property Rights (IPR) of the data collected as well as deliverables by the Consultant produced for the Department/organization shall remain with the Department/organization.

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- 11.3 No Consultant shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Department/organization, without the express written consent of the Department/organization.
- 11.4 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.
- 11.5 The Consultant would be required to sign a non-disclosure undertaking as per annex.

12. Conflict of interest:

- 12.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.
- 12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
- 12.3 The Consultant engaged from open market shall give a Bond at the time of initial engagement/renewal to the effect that their engagement shall not confer any right/claim for regularization of his/her service in the Ministry of AYUSH.

13. Termination of Agreement:

The Ministry retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Ministry may terminate the contract are:

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Officer/ Department.
- (iii) The Consultant is found lacking in honesty and integrity.

14. Relaxation

- 14.1 The criteria may be relaxed in exceptional cases based on justification in the interest of the government with the approval of Secretary (AYUSH).

15. Police Verification

- 15.1 The Consultant from Open Market shall be engaged after verification of antecedent by the Police.

16. Interpretation Clause

- 16.1 The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Secretary (AYUSH) whose decision shall be final and binding on the consultant. Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (AYUSH) for decision which shall be final and binding on the consultant.

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