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No D-15026 51/2015-RD  
Government of India  
Ministry of AYUSH

'B' - Block, GPO Complex,  
AYUSH Bhawan,  
Behind INA Market,  
New Delhi - 110023,  
Dated the 29<sup>th</sup> December, 2016

To: The Director General,  
Central Council for Research in Ayurvedic Sciences,  
61-65, Institutional Area, Opp. D-Block,  
Janakpuri, New Delhi-110 058.

Subject: Recruitment Rules for Administrative posts in the Council - reg.

Sir,

I am directed to refer to your letter No.12-10/2014-CCRAS/(Recr.)/406, dated 14.12.2016 on the subject cited above and to convey the approval of competent authority for insertion of the following note in column No. II of the RRs for the post of UDC, Assistant Accountant (IA) Office Superintendent as approved by this Ministry vide letter of even number dated 22.05.2015 and 04.02.2016 respectively -

**"the eligibility service shall continue to be the same for persons holding the tender posts on regular basis on the date of notification of the revised rules"**

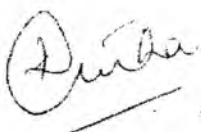
Yours faithfully,

  
(Kundan B. Sinha)

Under Secretary to the Government of India

**RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER**

1.	Name of Post	Administrative Officer
2.	No. of Post	* Six (* Subject to variation depending on workload)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay/Pay Scale	PB-3 (Rs.15600-39100), GP of Rs.5400/-
5.	Whether Selection post or Non-Selection post	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation.
11.	In case of recruitment by promotion/deputation, grade from which the promotion/deputation/transfer is to be made	<p><b>Promotion</b></p> <p>Accountant (GP Rs.4600/-) with 03 years of regular service or Assistant/ Office Superintendent/ Accountant (IA) (GP Rs.4200/-) with 08 years of combined regular service in PB-2 with grade pay of Rs.4600/- and or GP Rs.4200/-</p> <p><b>Deputation including short-term contract</b></p> <ol style="list-style-type: none"> <li>Officers of the Central/ State Government/ Autonomous Bodies/ Research Institutions/ Public Sector Undertakings/ Semi-Government Statutory or Autonomous organizations funded by the Government</li> <li>holding analogous posts or</li> <li>having 3 years regular service in PB-2 (Rs.9300-34800) + GP Rs.4600/- or 8 years regular service in PB-2 with GP Rs.4200/- and</li> </ol> <p>2. Possessing the following educational qualification/ experience:-</p> <ol style="list-style-type: none"> <li>A degree from a recognized university</li> <li>Adequate experience in personnel management with thorough knowledge of Accounts, Budget, Budgetary Control, Government Rules and Regulations and administrative and establishment procedures.</li> </ol> <p>Note- The period of deputation will be initially 3 years. The maximum age limit for applying for deputation shall not be exceeding 56 years as on the closing date for application.</p>
12.	If a Selection Committee/Departmental Promotion Committee exists, what is its composition	<ol style="list-style-type: none"> <li>Director General, CCRAS - Chairman</li> <li>Two subject experts to be nominated by Chairman - Members</li> <li>Representative from SC/ST community to be nominated by Chairman - Member</li> </ol>



**RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT/ACCOUNTANT  
(INTERNAL AUDIT)/ASSISTANT in CCRAS**

1.	Name of the Post	Office Superintendent/ (I.A.)/Assistant Accountant
2.	No. of posts	Office Superintendent-07 Accountant(I.A.)-01 Assistant-35 *Subject to variation depending on workload.
3.	Classification	Group-'B'
4.	Scale of Pay	PB -2 (Rs.9300-34800) + GP Rs.4200/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years (Relaxable for Government servants in accordance with the instructions or order issued by the Central Government)
7.	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1. A Degree from a recognised University/Institution. 2. Proficiency in Computers.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	80% by promotion from the grade of UDC failing which by DR and 20% by DR.
11.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	UDCs with 10 years of regular service in the grade on the basis of all India Seniority.
12.	Composition of DPC/ Selection Committee	1. Director General - Chairman 2. Two experts on the subject to be nominated by the Chairman - Members 3. Representative of SC/ ST to be nominated by Chairman - Member



Recruitment Rules for the post of Upper Division Clerk

Sl. No.	Description	Proposed
1.	Name of post	Upper Division Clerk
2.	No. of Posts	107 *(Subject to variation depending on workload)
3.	Classification	Group C
4.	Scale of Pay	PB-1 (Rs. 5200-20200)+GP Rs. 2400
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruits	Between 18 and 27 years of age (relaxable for Government servants in accordance with the instructions or orders issued by the Central Government) <b>Note :-</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district of Himachal Pradesh. Andaman & Nicobar Islands or Lakshadweep.)
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a. Degree of a recognized Universtiy.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	2 years for DR. Nil for promotees
10.	Method of recruitment whether by direct recruitment or by promotion by deputation/transfer and percentage of the vacancies to be filled by various methods	50% by promotion failing which by deputation and 50% by direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: Lower Division Clerk (Grade pay of Rs. 1900/- with 8 years services in the grade.) <b>Note:-</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or 02 years. whichever is less and have successfully completed their probation period

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		with their juniors who have already completed such qualifying/eligibility service. <b>Deputation:-</b> Officers of the Central Government: (i) holding analogous post on regular basis, or (ii) with eight years regular services in the grade of LDC or equivalent
12.	Composition of DPC/Selection Committee	Approved Standing DPC/Selection Committee

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**Recruitment Rules for the post of Lower Division Clerk**

Sl. No.	Description	Proposed
1.	Name of post	Lower Division Clerk/GDA/Cashier(Jr.)/Hindi Typist/Record Clerk/Store Keeper (Jr.)
2.	No. of Posts	104 *(Subject to variation depending on workload)
3.	Classification	Group C
4.	Scale of Pay	PB-1 (Rs. 5200-20200)+GP Rs. 1900
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruits	Between 18 and 27 years of age (relaxable for Government servants in accordance with the instructions or orders issued by the Central Government)
7.	Educational and other qualifications required for direct recruits	i. 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University ii. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Yes. to the extent indicated in Col.10
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion by deputation/transfer and percentage of the vacancies to be filled by various methods	i. 85% by direct recruitment ii. 10% of the vacancies shall be filled from amongst the Group D Staff in the Grade Pay of Rs. 1800 and who possess 12 <sup>th</sup> class pass or equivalent qualification and have rendered 5 years regular service in the grade on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Note:- If more of such employees than the number of vacancies available under clause (2) qualify at the said examination. such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later Examination. iii. 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group D regular service in posts with the Grade Pay of Rs. 1800/-.

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11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	As stated in Col. 10 above
12.	Composition of DPC/Selection Committee	Approved Standing DPC/Selection Committee

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