

Central Council of Homoeopathy

61-65, Institutional Area, Opp. 'D' Block,
Janakpuri, New Delhi – 110058

EMPLOYMENT NOTICE FOR THE POST OF REGISTRAR-CUM-SECRETARY

Last date of application submission: 11-12-2018

Applications are invited from eligible candidates for filling up one post of Registrar-cum-Secretary (unreserved) on deputation basis initially for 03 years, in the enclosed form. The details is as under:-

Name of Post	No. of Post	Scale or Pay (As per 7 th CPC)	Age Limit
Registrar-cum-Secretary	01	Level no.-11 (Rs.67700-208700)	The Maximum age limit shall not exceeding 58 years as on the closing date for receipt of applications.

Essential Qualification-

- Degree in Homoeopathy obtained from a recognized Homoeopathic institution and included in the second schedule to the Homoeopathic Central Council Act, 1973.
- Post graduate degree in Homoeopathy System of Medicine included in the second schedule to the Homoeopathic Central Council Act, 1973.
- Enrollment in Central/State Register of Homoeopathy.

Desirable Qualification –

- A degree in Law or Post Graduate Qualification in Health Care Management from a reputed Institution/Organization.
- Original contribution to the development of Homoeopathic Science and Homoeopathic Medical Education.

Experience –

Professional experience of not less than 10 years including three or more years experience of working in any of the following posts or higher posts-

- Lecturer/Assistant Lecturer or Deputy Director/Assistant Advisor under the Central Government/State Government/Statutory Bodies/Autonomous Organization devoted to the development of Homoeopathic Education or Research.
Or
- As Research Officer/Technical Officer in any Recognized Research organization
Or
- Registrar/Deputy Registrar/Assistant Registrar in the Central/State Boards/Councils.
- Knowledge of Computer.

For Deputation-

Persons holding analogous post on regular basis in Central Government , State Government, Union Territories, Autonomous or Statutory organization, PSUs. University or recognized research institutions.

Or

With five years of regular service in the post in the scale of pay of Rs.56100-177500 or with Eight years of regular service in the post in the scale of pay of Rs.44900-142400 Level-7 with qualification and experience prescribed above.

Contd..P/2-

Terms & Conditions of Deputation-

The terms & conditions of the appointment to the post on deputation basis are governed by the DOPT OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 and instructions/orders issued from time to time in this regard.

How to apply-

Willing and eligible candidates may send their applications duly filled in the prescribed proforma (Annexure-I) to the Central Council at above mentioned address through proper channel. Advance copy may be sent to this office. Applications received after the last date or otherwise found incomplete shall not be considered. While forwarding the applications, the cadre/administrative authorities concerned should certify that the particulars furnished by the official/applicant are correct and that no disciplinary or vigilance case is pending/contemplated against the applicant. Copies of the complete and up-to-date APARs of the applicant for the last **five years** alongwith Vigilance Clearance & Integrity Certificate may invariably be forwarded with the applications.

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Application for the post of Registrar-cum-Secretary on Deputation.

FORM

1. Name :
2. Mother's Name :
3. Father Name :
4. Husband's Name :
(If the applicant is married)
5. Date of Birth :
6. Complete Permanent Address:
7. Correspondence Address :
8. Educational Qualification –

Paste here a self attested recent passport size photo.

Sr. No.	Qualifying Examination	Subject	Marks (%)	Board/University	Year of Passing

9. Experience –

Name of Organization	Post Held	Working Period		Pay	Nature of Work
		From	To		

10. Whether qualification in Homoeopathy is included second schedule of H.C.C Act. - Yes/No
11. Whether belongs to SC/ST :
(If yes, enclosed a self attested copy of relevant certificate)
12. Telephone/Mobile No. :
13. E-mail :
14. Details of enclosed certificates-
(a)
(b)
(c)
(d)
15. If you are an employee under Central/State Government, send the application through Head of your Office (to be received before last date in Central Council of Homoeopathy).
16. Registration No. Issued by Central Council/State Council:
17. Any other information :

Date :
Place :

Signature of Applicant

CERTIFICATE OF THE PRESENT EMPLOYER

Certified that the above mentioned information furnished by the candidate is true and there is no Vigilance/ Disciplinary case pending against him. His APAR for last five years and integrity certificate, are enclosed.

(Signature of Employer)