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**CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY
NEW DELHI**

Recruitment Rules for the post of Receptionist-cum-Telephone Operator

1.	Name of the post	:	Receptionist-cum-Telephone Operator.
2.	No. of posts	:	01
3.	Classification	:	Group C
4.	Scale of pay	:	PB 1 Rs.5200-20200 plus Grade Pay Rs.1900/-
5.	Whether Selection or non-Selection	:	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	:	Not applicable
7.	Age limit for direct recruitment	:	30 years and below. (Relaxable for Govt./Public undertaking employees and other categories of persons in accordance with the orders issued by the Central Govt. from time to time.)
8.	Educational and other qualifications required for direct recruitment	:	Essential : a. 10+2 b. Knowledge of Computer Applications c. Experience in EPABX Board. Fluency in English and regional language.
9.	Whether age and qualifications Prescribed for direct recruitment will apply in case of promotion	:	Does not arise
10.	Period of probation	:	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled up to by various methods.	:	100% by direct recruitment.
12.	In case of recruitment by promotion/deputation, short-term contract grades, from which, selection is to be made.	:	Not applicable
13.	If Departmental Promotion Committee exists, what is its composition.	:	Approved Standing Selection Committee.

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20/5/09

Mishra

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