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

1.	Name of post	Lower Division Clerk
2.	No. of post	41
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Band-1, Rs. 5200-20200, Grade Pay 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 / Public Sector/Autonomous bodies employees up to 40 years in accordance with instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the last date for receipt of applications.
7.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> (i) 12th class pass or equivalent qualification from a recognized Board or University. <u>Skill test norms on Computer</u> (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (Time allowed 10 minutes). (35 words per minute and 30 words per minute correspond to 10500 key depression per hour/9000 key depression per hour on an average of 5 key depressions for each word).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Yes, to the extent indicated in column 10.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	(i) 85 % by direct recruitment. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800/- and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular



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		<p>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 Scheduled Castes / Scheduled Tribes).</p> <p>Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the 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.</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800/.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made	As stated in column 10.
12.	If Departmental Promotion Committee exists, what is the composition	<p><u>Chairman</u> Director-General, CCRH or his nominee.</p> <p><u>Members</u></p> <ol style="list-style-type: none"> 1. Two experts on the subject to be nominated by the Director-General, CCRH. 2. Representative of SC/ST/OBC community.

