



# केन्द्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्त निकाय, आयुष मंत्रालय, भारत सरकार)

## CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body of Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

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

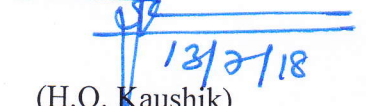
Advt. No. 09/2018

Date: 13<sup>th</sup> July, 2018

### Engagement of Non-Technical Editorial Assistant

The Central Council for Research in Homoeopathy (CCRH) intends to engage one Non-technical Editorial Assistant purely on contract basis at a remuneration of Rs.25,000/- per month through test/interview to be held on 7<sup>th</sup> August, 2018 at 9:30 a.m. at CCRH Headquarters, New Delhi.

Further details regarding place of posting, essential qualification, experience, etc. are available at Council's website [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in).

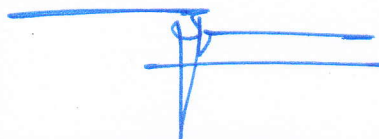
  
(H.O. Kaushik)  
Assistant Director (Admn.)

The Central Council for Research in Homoeopathy (CCRH) an autonomous body under the Ministry of AYUSH intends to engage following personnel on contract basis as per details given below.

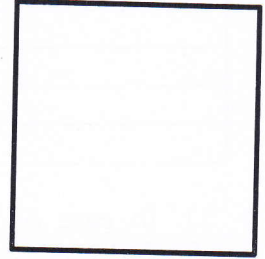
<b>Name of post:</b>	Non-Technical Editorial Assistant
<b>No. of post:</b>	01 (One)
<b>Qualification/ experience:</b>	<p><b>Essential Qualifications:</b> Degree in Science from a recognized University/ Institute.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Diploma or Degree in Journalism or Mass Communication.</li> <li>Proficiency with IT packages like Microsoft Office and Adobe Creative Suite.</li> <li>Verbal &amp; written communication skills.</li> <li>Proof reading skills.</li> </ol> <p><b>Experience:</b> Previous writing or editing experience.</p>
<b>Age limit:</b>	30-45 years as on the date of interview.
<b>Emoluments (per month):</b>	Rs.25,000/- (consolidated)
<b>Duties of the post:</b>	<ol style="list-style-type: none"> <li>Checking the Manuscripts for taking necessary actions like change phase, sending the article for internal review to respective editors and external referees, etc.</li> <li>Checking of the website regularly for proper updation.</li> <li>Liaisoning with the authors, reviewers, editors designers and printers.</li> <li>Proof reading and checking the accuracy of articles.</li> <li>Researching images.</li> <li>Correspondence regarding articles.</li> <li>Any other work assigned by the office.</li> </ol>
<b>Period of engagement:</b>	Initially up to 31.03.2019 but is likely to be extended.
<b>Venue, &amp; Date of Test /Interview and place of posting:</b>	<p>Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058. [Tel: 011-28524415]</p> <p>7<sup>th</sup> August, 2018 (Tuesday)</p>
<b>Reporting Time for Test/ Interview:</b>	09:30 AM to 10:00 AM on 7 <sup>th</sup> August, 2018.

**General Instructions:**

- The post is tenure/ project-based.
- The number of post may vary depending upon the requirement.
- The eligibility of candidate will be determined as on the date of advertisement.
- The candidate who fulfils the requirement may attend the walk-in-interview along with a duly filled in application in the format attached as **Annex-I** with self attested



## CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY, NEW DELHI

APPLICATION FOR THE POST OF  
NON-TECHNICAL EDITORIAL ASSISTANT

1. Name of applicant in full (in Block letters):
2. Father's / Husband's name:
3. Religion and Caste  
(Attach attested copy of Caste Certificate in case of SC/ST/OBC in the prescribed format issued by the Competent Authority)
4. Address in Block Letters with PIN code:  
Permanent:

Correspondence:

5. E-mail ID:
6. Mobile/ Land line phone no.
7. Date of Birth:
8. Educational qualifications:  
(Attach attested copies of relevant documents)

Qualifications	Year of passing	Awarding authority	Year of completion of internship training

9. Additional Qualifications:

Qualifications	Year of passing	Awarding authority	Year of completion of internship training

10. Experience, if any  
(Attach attested copies of relevant documents)

<b>Experience</b>	<b>Period of year</b>	<b>Duration From.... To....</b>	<b>Name of the Institute</b>	<b>Area/ Subject of Research/ Training</b>

11. In case of physically handicapped person, Candidate must attach attested copy of certificate issued by Medical Board constituted by Central/ State Government.

12. Other information, if any

13. List of enclosures:

I declare that all information supplied by me, as above are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information being found false or incorrect, my candidature may be summarily rejected or employment terminated.

Place:

Date:

Signature of Applicant.

Note: Application, along with enclosures, should be continuously page numbered and also self attested by the candidate.

- Please attach two recent passport size photographs and also documentary proof in support of age, educational and experience.