



केन्द्रीय आयुर्वेदीय विज्ञान अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जनकपुरी, नई दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of Ayush, Govt. of India
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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ADVERTISEMENT NO. 04/2025

VACANCY ANNOUNCEMENT

The Central Council for Research in Ayurvedic Sciences (CCRAS) is an autonomous body under the Ministry of AYUSH. The Council carries out its activities and functions through its network of 30 Institutes across the country. The Headquarters of the Council is situated in Delhi at the above address. There is an attractive performance based time bound *in-situ* promotion scheme for "Group-A" Medical Doctors and Non-medical Scientists of this Council besides vacancy based promotions. Other Group "B" and "C" are also entitled for vacancy based promotions and MACP benefits.

Applications are invited for the various Group "A", "B" and "C" posts. The details are indicated as under:-

IMPORTANT DATES:

Starting Date of Online Application & Fee Payment	1000 hours of 01st August, 2025
Closing Date of Online Application & Fee Payment	1800 hours of 31st August, 2025
Opening date of Modification Window	1000 hours of 3rd September 2025
Closing date of Modification Window	1800 hours of 5th September 2025

Note:

- Only online application and payment of Fee through Net Banking/UPI/Debit Card/ Credit Card, etc. will be accepted.**
- Please refer to instruction under "HOW TO APPLY" in this advertisement for filling-up Online Application Form and also the detailed instructions given in the instruction page of Online Application. The online application form for all the post should be filled in by the candidates in English language only.**
- Candidates in their own interest are advised, not to wait till the last date & time and register well within the time. CCRAS shall not be held responsible, if the candidates are not able to submit the application before closure of application.**

DETAILS OF POST/PAY/GRADE/VACANCY/AGE/QUALIFICATION AND EXPERIENCE

The candidate should possess the following qualifications for on-line registration of application:

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
GROUP 'A' POSTS				
1	Research Officer (Pathology) Group "A" – Pay Matrix Level 10 (Pre-revised: Pay Band-3, Rs. 15600-39100 + GP Rs. 5400/-) + NPA (wherever applicable)	1 UR Post	Not exceeding 40 years	<u>Essential</u> a) MD in Pathology from a MCI recognized University /Institution. b) Enrolment on the Central Register of MCI or State Register of Medical Council.

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
2	Research Officer (Ayurveda)- Group "A" – Pay Matrix-Level 10 (Pre-revised: Pay Band-3, Rs. 15600-39100+GP Rs. 5400/-) +NPA	15 Posts 02 SC, 01 ST, 06 OBC, 01 EWS and 05 UR 05 vacancies are anticipated reservation will be separately notified	Not exceeding 40 years	<u>Essential:</u> a) Post graduate Degree (MD/MS) in Ayurveda from any University/ Institution recognized by CCIM. b) Enrolment on the Central Register of CCIM or State Register of Ayurveda/ISM.
In the above-mentioned Group "A" Posts, 5 Posts - 1 Post of RO (Pathology) for Blind & Low Vision and 4 posts of RO (Ayurveda) – 1 each for Blind & Low Vision, Deaf & Hard of hearing, and 2 posts for Multiple Disabilities are reserved for Persons With Disabilities (PWD). The functional classification for Research Officers will be OA (One Arm), OL (One Leg), BL (Both Legs), OAL (One Arm & One Leg), SD (Spinal Deformity), SI (Spinal Injury), B (Blind), LV (Low Vision) and HH (Hearing Impaired) and their physical requirements will be S-Sitting, W-Walking, MF-Manipulation of Fingers, RW-Reading & Writing, SE-Seeing and C-communication.				
GROUP 'B' POSTS				
3	Assistant Research Officer (Pharmacology) Group "B" – Pay Matrix Level-7 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4600)	04 Posts (1 SC, 1 EWS & 2 UR)	Not exceeding 30 years	a) M. Pharm (Pharmacology), M. Pharm (Ay)/M.Sc. (Medicinal Plant) with specialization in pharmacology from a recognised University/ Institution b) One year experience after PG degree.
4	Staff Nurse Group "B" - Pay Matrix Level-7 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4600)	14 Posts Total: 01 SC, 01 ST, 04 OBC, 01 EWS & 07 UR	Not exceeding 30 years	a) B.Sc. Nursing; Or Diploma in General Nursing & Midwifery recognised by Nursing Council of India with two years experience in a teaching /research hospital. b) Registration with State Nursing Council.
5	Assistant Group "B" Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+GP 4200)	13 Posts 01 SC 03 OBC 01 EWS & 08 UR	Not exceeding 30 years	Essential: 1. A Degree from a recognised University/Institution. 2. Proficiency in Computers.

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
6	Translator (Hindi Assistant) Group "B" Pay Matrix Level-6 (35400-112400) (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	2 Posts 1 OBC & 1 UR	Not exceeding 30 years	Master degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as compulsory or elective subject at the degree level. AND Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or two years' experience of translation work

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
				from Hindi to English and vice-versa in Central or State Government Office, including Government of India Undertaking.
7	Medical Laboratory Technologist Group "B" Pay Matrix Level-6 (35400-112400) (Pre revised: Pay Band-2, Rs.9300-34800+GP 4200)	15 Posts; 02 SC, 02 ST, 03 OBC, 01 EWS & 07 UR	Not exceeding 35 years	Bachelor's Degree in Medical Laboratory Science with 2 years relevant experience.

In the above-mentioned Group "B" Posts, 4 Posts – 2 post of Assistant for Locomotor disability including cerebral palsy, leprosy cured dwarfism, acid attack victims, and muscular dystrophy and 2 posts of Medical Laboratory Technologist for Deaf & Hard of hearing are reserved for Persons with Disabilities (PWD).

The functional classification **For Assistant:** The permissible disability for PWD suitable for the job assigned is OA (One Arm), OL (One Leg), BL (Both Leg), OAL (One Arm and One Leg), SD (Spinal Deformity), SI (Spinal Injury), B (Blind), LV (low vision) and HH (hearing Impaired). The physical requirement is S (Sitting), ST (Standing), W (Walking), MF (Manipulation of Fingers), SE (Seeing), RW (Reading & Writing) and C (Communication);

The functional classification **For Medical Lab Technologist:** The permissible disability for PWD suitable for the job assigned is OA (one arm), OL (one leg), BL (both leg), OAL (one arm and one leg) SD (Spinal Deformity), SI (Spinal Injury) and HH (hearing Impaired). The physical requirement is S (Sitting), ST (Standing), W (Walking), BN (bending), MF (Manipulation of Fingers), SE (Seeing), RW (Reading & Writing) and C (communication); and

GROUP 'C' POSTS

8	Research Assistant (Chemistry) Group "C" Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	05 Posts 01 ST, 01 OBC, 01 EWS & 02 UR	Not exceeding 30 years	a) Post Graduate Degree in Chemistry, M Pharm (Ay Quality Control)/ M Sc (Medicinal Plant) with specialization in pharmaceutical analysis from a recognised University/Institution.
9	Research Assistant (Botany) Group "C" Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	05 Posts 01 SC, 01 OBC, 01 EWS & 02 UR	Not exceeding 30 years	Post Graduate Degree in Botany/ M Sc (Medicinal Plants) from recognized University/Institution.
10	Research Assistant (Pharmacology) Group "C" – Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	01 UR Post	Not exceeding 30 years	a)M Pharm (Pharmacology), M Pharm (Ay)/M Sc (Medicinal Plant) with specialization in pharmacology from a recognised University/Institution

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
11	Research Assistant (Organic Chemistry) Group "C" – Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	01 UR Post	Not exceeding 30 years	a) Post Graduate Degree in Chemistry with specialization in Organic Chemistry from a recognised University/Institution.
12	Research Assistant (Garden) Group "C" – Pay Matrix Level-5 (Pre revised: Pay Band-1, Rs.5200-20200+ GP 2800)	01 OBC	Not exceeding 30 years	a) Post Graduate Degree in Botany/Medicinal Plants (Pharmacognosy) from a recognised University/Institution.
13	Research Assistant (Pharmacy) Group "C" – Pay Matrix Level-5 (Pre revised: Pay Band-1, Rs.5200-20200+ GP 2800)	01 UR Post	Not exceeding 30 years	M Pharm. (Pharmaceutics/Pharmaceutical Science/Quality Assurance/Ayurveda) from a recognised University/Institution
14	Stenographer Grade-I Group "C" (Senior Stenographer) Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	10 Posts 01 SC, 02 OBC, 01 EWS & 06 UR	Not exceeding 30 years	<u>Essential</u> 1) Matric or equivalent 2) Ability to write 120 W.P.M in shorthand and 40 W.P.M. in typewriting. 3) About 3 years experience as Stenographer (Jr) in a Govt/Semi Govt/Public undertakings or firm of repute. <u>Desirable</u> 1) Degree of a recognised University. 2) Experience in attending to meetings/conferences etc.
15	Statistical Assistant Group 'C' Pay Matrix Level-6 (Pre revised: Pay Band-2, Rs.9300-34800+ GP 4200)	02 Post 01 OBC & 01 UR	30 years	Master's Degree in Statistics/ Mathematics with Statistics as one of the subjects or graduate of a recognised University with Statistics or mathematics as a subject with three years experience in handling statistical data.
16	Upper Division Clerk (Group "C") Pay Matrix Level-4 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2400)	39 Posts 06 SC (including 02 SC Backlog), 02 ST, 10 OBC, 04 EWS & 17 UR	Not exceeding 27 years	Degree of a recognized University.
17	Stenographer Grade-II Group "C" Stenographer (Jr) Pay Matrix Level-4 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2400/-)	14 Posts 02 SC, 01 ST, 03 OBC, 01 EWS & 07 UR)	Not exceeding 27 years	<u>Essential</u> 1) Matric or equivalent 2) Ability to write shorthand at 100 W.P.M and typewriting 40 W.P.M. <u>Desirable</u> 1) Degree of a recognised

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
				University. 2) Previous experience as Stenographer in a Govt/Commercial Undertaking/Semi Govt/Institutions of repute.
18	Lower Division Clerk Group 'C' Pay Matrix Level-2 (19900-63200) (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1900/-)	37 Posts 07 SC, 03 ST, 09 OBC, 04 EWS & 14 UR (including 03 SC & 01 ST Backlog)	Not exceeding 27 years	(a) 12 th Class or equivalent qualification from a recognized Board or University. (b) Skill Test Norms on Computer: English Typing: @ 35 w.p.m Hindi Typing: @30 w.p.m. (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression per hour/ 9000 Key Depression per hour on an average of 5 Key Depression for each word).
19	Pharmacist (Grade-I), Group 'C' Pay Matrix Level-5 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2800/-)	12 Posts 01 SC 02 ST (Backlog) 03 OBC 01 EWS 05 UR	Not exceeding 27 years	Diploma in Pharmacy/D. Pharm (Ay.) from recognized university/institution with two years experience in recognized Ayurvedic hospital or B. Pharm. (Ay.)
20	Offset Machine Operator Group "C" Pay Matrix Level-5 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2800/-)	1 UR Post	Not exceeding 30 years	<u>Essential</u> 1) Matric or equivalent. 2) Certificate from a recognised Institution of operation and maintenance of offset printing machine. 3) 3 years experience in the operation of offset printing machine in a reputed organisation. 4) Basic knowledge about the machine and its maintenance.
21	Library Clerk Group "C" - Pay Matrix Level-2 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1900/-)	01 UR Post	Not exceeding 27 years	a) 10+2 Science subjects with certificate in Library Science from recognised Institute. b) Work experience of 1 year in a recognised Institution/Hospital/Laboratory.
22	Junior Medical Laboratory Technologist Group "C" - Pay Matrix Level-5 (29200-92100) (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2800/-)	01 SC Post	Not exceeding 28 years	<u>Essential</u> 10+2 with Science subject and DMLT from any Government recognised Institution with one year relevant experience. <u>Desirable</u> Degree in Medical Laboratory Science.

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
23	Laboratory Attendant Group "C" - Pay Matrix Level-2 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1900/-)	9 Posts 02 SC 01 ST, 01 OBC & 05 UR	Not exceeding 27 years	a) 10+2 in Science subjects b) Work experience of 1 year in a recognised Institution/ Hospital/ Laboratory.
24	Security In charge Group "C" - Pay Matrix Level-5 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.2800/-)	1 UR Post	Not exceeding 30 years	<u>Essential</u> 1) Degree of a recognised University. 2) At least 3 years experience in caretaking, watch and ward work in Govt./Semi Govt./Public Undertaking or Institution of repute. Note: Educational qualification relaxable in the case of demobilised Army Personnel if otherwise well qualified. <u>Desirable</u> 1. Experience in caretaking cum-security work.
25	Driver Ordinary Grade Group "C" Pay Matrix Level-2 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1900/-)	5 Posts 01 OBC & 04 UR	Not exceeding 27 years	<u>Essential</u> 1) Matric or equivalent. 2) Valid driving licence for light & heavy vehicles. 3) Experience for about 2 years in the line.
26	Multi Tasking Staff Group "C" Pay Matrix Level-1 (18000-56900) (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1800/-) (a)MTS Field Attendant – 1 Post (b)MTS Panchakarma Attendant –26 Posts (c) MTS Pharmacy Attendant – 5 Posts (d)MTS Dresser – 6 Posts (e)MTS Cook – 3 Posts (f) MTS Ward Boy –33 Posts (g) MTS Ward Aya –31 Posts (h)MTS Animal Attendant -1 Post (i)MTS Machine Room Attendant -1 Post Total 107 Posts	107 Posts	Not exceeding 27 years	<u>For Disciplines of MTS Posts mentioned at ser No 26 sub Para (a) to (i)</u> Industrial Training Institute (ITI) pass Certificate from a recognized Institute in the respective discipline of MTS as mentioned from sub para (a) to (i) of Item 26. Or ITI equivalent Certificate/Vocational Training Certificate from any Government recognized/reputed Institution in the respective discipline of MTS as mentioned from sub para (a) to (i) of Item 26. Or Matriculation or equivalent qualification from a recognized Board/Institution with one year experience from any Government recognized/reputed Institution in the respective discipline of MTS as mentioned from sub para (a) to (i) of Item 26.

S. No	Name of the Post & Scale of Pay	Number of Vacancies	Maximum Age	Educational Qualification and Experience
	(j) Multi Tasking Staff Group "C" Pay Matrix Level-1 (Pre revised: PB-1 (Rs.5200-20200) + GP Rs.1800/-)	72 Posts Combined Reservation for 179 MTS Posts: 20 SC, 12 ST, 48 OBC, 16 EWS & 83 UR (including 02 ST and 10 OBC Backlog)	Not exceeding 27 Years	For Disciplines of MTS Posts mentioned at ser No 26 (j) Matriculation or equivalent qualification from a recognized Board/Institution.

(A) In the above-mentioned Group "C" Posts, 23 Posts are reserved for PWD as given below:

RA (Chemistry) 1 post for Deaf & Hard of hearing;

RA (Botany) 1 post for Multiple disability;

Stenographer Grade-I : 2 Posts - 01 post each for Blind & Low Vision and Multiple disability;

Stenographer Grade-II : 2 Posts -01 post each for Blind & Low Vision and Multiple disability;

Upper Division Clerk : 3 Posts - 01 post each for Blind & Low Vision, Locomotor disability including cerebral palsy, leprosy cured dwarfism, acid attack victims, and muscular dystrophy and Multiple disability;

Lower Division Clerk : 3 Posts - 01 Post each or Deaf & Hard of hearing, Locomotor disability including cerebral palsy, leprosy cured dwarfism, acid attack victims, muscular dystrophy and Multiple disability;

Lab Attendant: 1 Post Multiple disability;

MTS Panchakarma Attendant: 2 Post – 01 Post each for Deaf & Hard of hearing and Multiple disability;

MTS Dresser: 1 post Deaf & Hard of hearing;

MTS Ward Boy: 1 post for Deaf & Hard of hearing;

MTS Ward Aya: 1 post for Deaf & Hard of hearing;

MTS Combined : 5 Posts – 2 Posts each for Blind & Low Vision and Deaf & Hard of hearing and 01 post for Multiple disability.

The functional classification for the above mentioned posts for which posts have been reserved for PWD are as follows;

For RA - The acceptable disabilities are One Arm, one leg, SD (Spinal Deformity), SI (Spinal Injury) Blind, Low Vision, and Hearing Impaired. The physical requirement is Sitting, Standing, Walking, Reading & Writing, Seeing and Communication.

For Stenographer Grade I & II - The acceptable disabilities are One Arm, one leg, SD (Spinal Deformity), SI (Spinal Injury) Blind, Low Vision, and Hearing Impaired. The physical requirement is Sitting, Standing, Walking, Reading & Writing, Seeing, manipulation of fingers, lifting, hearing & Communication.

For UDC & LDC: The acceptable disabilities are OA (one arm), OL (one leg), BL (both leg), OAL (one arm and one leg), SD (Spinal Deformity), SI (Spinal Injury) B (blind), LV (low vision) and HH (hearing handicapped). The physical requirement is S (Sitting), ST (Standing), W (Walking), MF (Manipulation of Fingers), SE (Seeing), RW (Reading & Writing) and C (communication).

For Laboratory Attendant: The acceptable disabilities are One Arm, one leg, Blind, SD (Spinal Deformity), SI (Spinal Injury) Low Vision, and Hearing Impaired. The physical requirement is Sitting, Standing, Walking, Manipulation of fingers, Seeing, Reading & Writing, Hearing and Communication.

For Panchakarma Attendant: The acceptable disabilities are one leg and Hearing Impaired. The physical requirement is Sitting, Standing, Bending, Seeing, Reading & Writing and Hearing.

For Dresser: The acceptable disabilities are One leg and Hearing Impaired. The physical requirement is

Sitting, Standing, Walking, Bending, Lifting, Manipulation of fingers, Seeing, Reading & Writing and Communication.

For MTS (Ward Boy) & MTS (Ward Aya): The acceptable disabilities are One Arm, one leg, Hearing Impaired and Low Vision. The physical requirement is Sitting, Standing, Walking, Manipulation of fingers, Seeing, Reading & Writing, Hearing and Communication.

For MTS Combined: The acceptable disabilities are One Arm, one leg, both legs, One Arm & one Leg, Both legs, SD (Spinal Deformity), SI (Spinal Injury) Hearing Impaired and Low Vision. The physical requirement is Sitting, Standing, Walking, Manipulation of fingers, Seeing, Reading & Writing, Hearing and Communication.

(B) In the above-mentioned Group “C” Posts, 33 Posts are reserved for Ex-Servicemen as given below :

Stenographer Grade II	1 Post
UDC	1 Post
LDC	1 Post
Driver Ordinary Grade	1 Post
Security In Charge –	1 post
MTS Field Attendant –	1 post
MTS Panchakarma Attendant-	2 Posts
MTS Pharmacy Attendant –	1 post
MTS Dresser –	2 Posts
MTS Cook –	1 post
MTS Ward Boy –	3 Posts
MTS Animal Attendant -	1 Post
MTS Combined -	17 Posts
Total:	33 Posts

NOTE:

1. Vacancies in respect of the above-mentioned Group “A”, B” & “C” posts may be increased or decreased as per the requirement by the Competent Authority.

1.1 The above-mentioned vacancies in respect of Group “A”, B” & “C”, in addition to current recruitment year also includes earlier recruitment year vacancies. Therefore, in case of some posts, the 50% stipulation for reserved vacancies has been exceeded.

2. Skill Test for Stenographers

2.1 The selection of candidates for both the post of Stenographer Grade I (Senior Stenographer) and Stenographer Grade II (Stenographer Junior) will be through online CBT examination which will be followed by skill test. Based on the rank highest obtained in the online examination (CBT) among the eligible candidates from ascending order to the descending order, candidates at a ratio of 1:10 for each vacancy. Candidates having scored equivalent marks with the last short-listed candidates will also be included among the short-listed candidates. Same ratio will be followed in case of reserved vacancies. The concerned candidates will be informed about the dates, venue, etc. for skill test, separately.

2.2 In the Skill test short-listed candidate will be given one dictation for ten minutes duration in English or Hindi, as opted by the candidate, at a speed of 120 words per minutes for Stenographer Grade I and 100 words per minutes for Stenographer Grade II respectively. The matter will have to be transcribed on computer. The transcription time will be as follows:

S No	Post	Language of skill test	Time Duration (in minutes)	Compensatory Time (in minutes) for PWD candidates eligible for scribe as per Para 3.9
1.	Stenographer Grade-I	English	40	55
2.	Stenographer Grade-I	Hindi	55	75
3.	Stenographer Grade-II	English	50	70
4.	Stenographer Grade-II	Hindi	65	90

2.3. The skill test will be a qualifying test.

2.4. The candidates can choose either Hindi or English as medium for skill Test. A single answer booklet containing sufficient pages will be supplied to the candidates and collected back from them at the end of passage transcription. If any candidate does not opt for any medium for the skill test, their option will be deemed as English.

2.5. The admissible error will be as follows: -

(a) Full Mistakes

1. Every omission of a word or figure. In case a group of words are omitted, as many mistakes as the actual number of omitted words will be counted.
2. Every substitution of a wrong word or figure. If a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake. The number of mistakes will be equal to the number of dictated word(s) not written by the candidate plus the number of wrongly substituted word(s).
3. Every addition of a word or figure or symbol not occurring in the dictated passage.
4. For repetition of word, e.g. 'I shall shall be grateful.....
5. For every incomplete word(s).
6. All left-over word(s) of the passage.
7. Candidates are required to type the actual words as dictated. Abbreviations used for expanded words will be treated as full mistakes, and vice-versa.
8. If a candidate types words or lines of the passage in all Capital letters, it will be counted full mistakes.

(b) Half Mistakes

1. Wrong spelling.
2. Using singular for plural noun and vice versa.
3. Omission of every Full Stop at the end of the sentence, or use of Full Stop at wrong place of the sentence will be treated as half mistake.
4. Use of small letter at the beginning of the sentence.
5. Non-capitalisation of Proper Noun (s) (name of a person, place, office, etc.), for example, Shyam, Parliament House, Bihar, Ministry of Home Affairs, Staff Selection Commission, etc.

NOTE:

- a) There are words which can be spelt/ written in more than one form. All such spellings/ forms of words will be acceptable and will not be counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- b) The above guidelines will be valid for Hindi Stenography Skill Test also wherever applicable.
- c) Method of calculation of Mistakes in Stenography Skill Test :

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the Master Passage}}$$

Number of words in the Master Passage for calculation of percentage of errors will be as under:-

- (i) 1000 words for the speed of 100 w.p.m for 10 minutes.
- (ii) 1200 words for the speed of 120 w.p.m for 10 minutes.

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

2.6. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by the appointing authority.

2.7. Candidates have to work as English/Hindi Stenographers as per the functional requirement of the user office irrespective of the medium of skill test of the candidate during the examination.

Selection Procedure for Upper Division Clerk:

2.8 The selection for the post of Upper Division Clerk will be made through online computer based test (CBT) consisting of Multiple Choice Questions (MCQs). However, selected and appointed candidates are expected to possess or obtain basic computer knowledge including typing on computers.

Selection procedure for Lower Division Clerk:

2.9 The selection for the post of Lower Division Clerk will be made through online computer based test (CBT) consisting of Multiple Choice Questions (MCQs) and Typing Test. Based on the rank highest obtained in the online examination (CBT) among the eligible candidates from ascending order to the descending order, candidates at a ratio of 1:10 for each vacancy. Candidates having scored equivalent marks with the last short-listed candidates will also be included among the short-listed candidates. Same ratio will be followed in case of reserved vacancies. The concerned candidates will be informed about the dates, venue, etc. for skill test, separately.

Skill (Typing) Test for Lower Division Clerk:

2.9.1 Typing test will be conducted on Computer. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer is required for qualifying. Time allowed is 10 minutes except for Visually Handicapped (VH) candidates (with 40% disability and above). The compensatory time for VH candidates will be 30 minutes.

2.9.2 The candidates can choose either Hindi or English as medium for skill Test. If any candidate does not opt for any medium for the skill test, their option will be deemed as English.

2.9.3 Thirty Five (35) words per minute and Thirty (30) words per minute correspond to 10500 and 9000 key depression per hour on an average of 5 key depressions for each word.

2.9.4. Typing Test will be "Qualifying in nature" and the performance in the Typing Test will not be considered in preparation of the final merit list.

2.9.5 Candidates who opt to take the Typing Test in Hindi will be required to learn English Typewriting and vice-versa after their appointment.

Translation skill test - Translator (Hindi Assistant)

2.10 In part I and Part –II examination will be online CBT comprising multiple choice objective type of question and answers with four options, among them one being the correct answer. This will be online similar to other posts. The part III will be conventional descriptive examination. A single answer booklet containing sufficient pages for both translations will be supplied to the candidates and collected back from them at the end of this conventional examination. The same will be scanned and uploaded for evaluation by the subject matter expert through digital evaluation of marks through online mode on computers unlike conventional evaluation and marking. The booklets collected from the candidates will be held with centralized test locations in duly packed and sealed packets.

3 . CONCESSIONS/RELAXATIONS

3.1 The candidates belonging to SC/ST/PWD/EWS/Ex-Serviceman category and Female candidates applying for any of the Group “A”, “B” & “C” posts are exempted from payment of Examination fee. However, all candidates, including candidates belonging to the exempted categories have to pay the Non-refundable Processing Fee as indicated at Para 5.1 of the Advertisement.

3.2 Reservation of posts for Scheduled Caste (SC), Scheduled Tribe (ST), Economically Weaker Sections (EWS), Other Backward Castes –Non-Creamy Layer (OBC-NCL), Persons with Bench Marked Disability (PWD) and Ex-Serviceman are as per Government of India Directives.

3.3 Maximum age limit is relaxable by 5 years for SC & ST candidates, 3 years for OBC-NCL candidates as applicable and 10 years for PWD (UR), 13 years for PWD (OBC-NCL) and 15 years for PWD (SC/ST) candidates, as applicable.

3.4 The reserved category candidates are required to submit original caste certificate in the prescribed format of the Government of India, issued by the competent authority at the time of document verification, in support of their claim.

3.5 The age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against unreserved post, are not entitled for any age relaxation. However, the applicants belonging to Persons with Benchmarked Disability (PWD) category shall be entitled to get age relaxation as admissible to them irrespective of the fact whether the post(s) is/are reserved for PWD or otherwise.

3.6 Central Government Civilian Employees are entitled for age relaxation upto 40 years (45 years SC/ST) for appointment to Group ‘C’ post subject to the condition that the Group ‘C’ post to which direct recruitment is being made are in the same line or allied cadre and that relationship could be established that the service already rendered in the past will be useful for efficient discharge of duties. Central Government Civilian Employees claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be not less than three years immediately preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

3.7 The certificate pertaining to Scheduled Caste/Scheduled Tribe/Other Backward Class/PWD/EWS, etc., must be in the format prescribed by the Department of Personnel & Training, Government of India and must have been issued by the prescribed authority.

3.8 Only such PWD persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent (Forty per cent) of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority. The Certificate for PWD must indicate the percentage of disability.

3.9 The PWD candidates with disabilities of forty percent (40%) or above of the category of Blindness, Locomotor disability (both arms affected-BA) and cerebral palsy can avail the assistance of a scribe, if so desired, as per the stipulations of Ministry of Social Justice & Empowerment, Deptt of Disability Affairs OM No 16-110/2003-DD-III dated 26 February, 2013 and OM No.34-02/2015-DD-III dated 29.08.2018, in the written examination subject to such a request being made in the application form. In this connection Ministry of Social Justice & Empowerment OM NO 34-02/2015-DD-III(Pt) dated 01 January, 2019 as circulated for compliance by Ministry of AYUSH vide OM No X-18030/8/2019-CDN PP&C dated 25 January, 2019 and Ministry of Social Justice & Empowerment OM No.29-6/2019-DD-III dated 10.08.2022 may be referred. These letters are available on CCRAS website. Question Papers and Answer Sheets will not be provided in Braille. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

3.10 The Certificate for Backward Class must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8/9/93 as amended from time to time. OBC certificate in the non-creamy layer status should have been obtained within 3 years before the closing date for receipt of application. Further, the candidates belonging to OBC will also be required to submit a declaration that as on the closing date they do not belong to the creamy layer.

3.11 The persons belonging to EWS, who are not covered under the scheme of reservation for SC, ST and OBC shall be eligible for the posts reserved for EWS subject to the following conditions:

- (a) The family of EWS candidate has a gross annual income below Rs. 8 lakhs. The income shall include income from all sources, i.e., salary, agriculture, business, profession, etc for the financial year prior to the year of application.
- (b) EWS persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
 - (i) 5 acres of agricultural land and above;
 - (ii) Residential flat of 1000 sq ft and above;
 - (iii) Residential plot of 100 sq yards and above in notified municipalities;
 - (iv) Residential plot of 200 sq yards and above in area other than the notified municipalities.
- (c) The property held by a family of EWS candidate in different locations would be clubbed to determine EWS status and term 'family' for this purpose will include the person who seek benefit of reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.
- (d) The benefit of reservation under EWS can be availed on production of income and Asset Certificate as per the format provided in the DOP&T OM No 36039/1/2019-Estt(Res) dated 31 January, 2019. The details of the Competent Authorities empowered to issue such a certificate is also available in the ibid-mentioned DOP&T OM.
- (e) The vacancies earmarked for EWS, if could not be filled due to non-availability of a suitable candidates, such vacancies of that particular recruitment year shall not be carried forward to the next recruitment year as backlog.
- (f) Persons belonging to EWS, selected against the quota for PWD/Ex-servicemen shall be placed against roster point earmarked for EWS.
- (g) EWS candidates will not be denied the right to compete for appointment against an unreserved vacancy and persons belonging to EWS, if selected on merit, will not to be counted towards the quota of EWS.

3.12 The OBC candidates belonging to “Creamy Layer” are not entitled to concession entitled to OBC-NCL candidates and such candidates have to indicate their category as Unreserved (UR).

3.13 Maximum age limit is relaxable by 5 years for candidates who had ordinarily been domiciled in the erstwhile State of Jammu and Kashmir (now UT of Jammu & Kashmir and Ladakh) during the period 01.01.1980 to 31.12.1989 as per Government of India G.S.R. 208(E) dated the 10th April, 1997 as amended from time to time.

3.14 Ex-servicemen shall be allowed to deduct the period of their military service from their actual age and if the resultant age does not exceed by more than three years of the maximum age limit prescribed for the posts for which a candidate seeks appointment, he/she shall be deemed to satisfy the condition regarding maximum age limit as per Govt of India orders issued from time to time. In addition to Ex-servicemen whole time cadet instructors in NCC, Ex General Reserve Engineer Force personnel, Territorial Army personnel, Ex-Servicemen of ECO/SSEO will also be allowed for age relaxation as available for Ex-servicemen.

3.15 Maximum age limit is relaxable by 5 years (10 years for SC/ST candidates) for meritorious sports persons for appointment in all Groups subject to the conditions as specified in the instructions relating to appointment of meritorious sports persons by the Govt. of India.

3.16 Maximum age limit is relaxable upto 35 years (40 years for SC/ST) in case of widows, divorced women and women judicially separated from their husbands who are not re-married subject to production of a certified copy of the judgment/decreed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be. There shall be no relaxation of educational qualification. Also subject to other conditions as specified in the instructions relating to appointment of widows, divorced women and women judicially separated by the Govt. of India.

3.17 Age relaxation to the extend as laid down and other detailed conditions for various categories of persons entitled for age relaxation are available in Office Memorandum No.15012/2/2010-Estt.(D) dated 27.03.2012 issued by DoP&T, Govt. of India and DoP&T updated instructions as on 06.12.2022 for grant of age relaxation for various direct recruitment to Central Civil Service posts and candidates are, therefore, advised to go through these instructions which are available on the website of Department of Personnel & Training about their eligibility for upper age limit relaxation and other conditions.

3.18 Relaxed standards in assessment/selection will be applicable to SC, ST and PWD candidates for the posts reserved for such categories.

4. SELECTION PROCEDURE:

4.1 Selection for all Group “A” posts will be through online Computer Based Test (CBT) followed by an Interview. The CBT will comprise 70 marks and interview will comprise 30 marks. In case of all other Group “B” and Group “C” posts, the selection will be based only on the basis of performance in online CBT comprising 100 marks. The scheme of Examination, distribution of marks and subjects from which likely questions to be framed are given below at para 4.7 for each post separately.

4.2 The questions will be bilingual, i.e. in English and Hindi.

Note:

- (i) There will be 0.25 negative marking for each wrong answer in the computer based test. However, for the post of MTS, there will be no negative marking.**
- (ii) The individual has to satisfy himself/herself that he/she fulfils the eligibility criteria for the post applied. If at any stage he/she is found to be ineligible, his/her candidature will be cancelled.**
- (iii) Merely satisfying the eligibility conditions, will not entitle a candidate to be called for online exam or interview.**

4.3 Tie breakers - As regards cases where marks scored by candidates are being identical after applying the procedure of negative marking in the CBT examination, the following tie breaker method will be adopted:

- a) Tie breaker-1: The candidate elder in age will be placed higher in the merit and the candidate younger by age will be placed lower in the merit;
- b) Tie breaker-2: In case of marks scored is still being identical, as a second tie-breaker method, candidate who have scored more marks in the main subject as mentioned at Sl No 1 of syllabus will be placed higher in the merit; (35 Marks for Group “A” posts, 70 marks for Group “B” and 70/65/40/30/25 marks for Group “C” posts have been earmarked in examination syllabus.
- c) Tie breaker-3: in case of marks scored is still be identical, as a third tie-breaker method, candidates scored higher marks in Sl.No.2 of syllabus will be placed higher in the merit.
- d) Tie breaker-4: In case of marks scored is still be identical, as a fourth tie-breaker method, candidates acquiring essential degree/diploma/certificate earlier would be placed higher in the merit and in case of medical degree, date/year of completion of internship earlier would be higher in merit;
- e) Tie breaker-5: In case of marks scored is still be identical, as a fifth tie-breaker method, candidates with higher final aggregate marks in the degree/diploma/certificate will be placed higher in the merit. In case of CGPA, same will be converted into percentage as per existing formula.

4.4 Interview ratio: In case of Group ‘A’ posts, the selection is based on CBT for 70 marks and interview for 30 marks. Based on the highest rank obtained in the online examination (CBT) among the eligible candidates from ascending order to the descending order, candidates at a ratio of 1:5 for 1 vacancy, 1:4 for 2 vacancies and 1:3 for 3 and above vacancies will be short-listed for interview. Candidates having scored equivalent marks with the last short-listed candidates will also be included among the short-listed candidates. Same ratio will be followed in case of reserved vacancies. The concerned candidates will be informed about the dates, venue, etc. of the interview, separately.

4.5 Normalization Method – Normalization methodology for normalization of scores/marks shall be used by CCRAS for normalizing the raw scores of candidates in the CBT examination, if conducted in multiple shifts. The details of methodology to be adopted by CCRAS will be separately notified, if needed on the Council's website.

4.6 In the online CBT, there would be a minimum cut off of percentage of marks as per the minimum required standards. The candidates belonging to Scheduled Caste, Scheduled Tribe and persons with disability will have to score a minimum of twenty five percent marks as qualifying standard in the CBT. Whereas all other categories of persons, such as Unreserved, OBC, EWS, Ex-Serviceman etc. will have to score a minimum of thirty percent marks as qualifying standard in the CBT. However, any candidate by scoring more than the minimum required marks will not be entitled for consideration appointment. The same will be based on their overall merit/rank and candidates starting from the top order of rank in their category vis-à-vis the number of vacancies available in their category and discipline would be the basis for final selection.

4.7 The indicative scheme of Computer Based (Online) Test shall be as follows:

S. No.	Nomenclature of the Post	Syllabus	Total Marks
1	Research Officer (Pathology)	1. All subject of Clinical Pathology as per syllabus by MCI. 2. Health Research fundamentals with emphasis on good Laboratory practice NABL guidelines Bioethics, Biostatistics. 3. General knowledge and Reasoning, Information Technology and Computing. Total	35 Marks 25 Marks 10 Marks 70 Marks
2	Research Officer (Ayurveda)	1. All Subject of Graduation (BAMS) Degree course as per CCIM Syllabus. The question shall be applied in nature with reasoning to assess the subject knowledge and aptitude of postgraduate level scholars. 2. Research methodology with emphasis on Clinical Research conduct and monitoring, good clinical practices, protocol development, study design, drug development, bio ethics, bio statistics etc. 3. General awareness, reasoning and Information technology and computing. Total	35 Marks 25 Marks 10 Marks 70 Marks
3	Assistant Research Officer (Pharmacology)	1. All subjects of M.Pharm. (Pharmacology)/M. Pharm. (Ay.) with Pharmacology syllabus. 2. Research Methodology with emphasis on Drug Discovery, Drug Development, Regulatory & Ethical issues, Bio-statistics etc. 3. General knowledge and Reasoning and Information Technology and computing. Total	70 Marks 20 Marks 10 Marks 100 Marks

S. No.	Nomenclature of the Post	Syllabus	Total Marks
4	Staff Nurse	1. All subject of B.Sc Nursing degree course as per Indian Nursing Council syllabus. The questions shall be applied in nature with reasoning to assess the subject knowledge and aptitude of candidates. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing. Total	70 Marks 20 Marks 10 Marks 100 Marks
5	Assistant	As per Staff Selection Commission Graduate Level Examination syllabus	100 Marks
6	Medical Laboratory Technologist	1. All subjects of degree in medical laboratory technology 2. Research methodology 3. General awareness and information technology Total	70 Marks 20 Marks 10 Marks 100 Marks
7	Translator (Hindi Assistant)	The examination will comprise three parts as under: Part-I 40 Minutes objective type MCQ English knowledge 10 Minutes (10 Questions) Hindi Knowledge 10 Minutes (10 Questions) Terminology English 10 Minutes (10 Questions) Terminology Hindi 10 Minutes (10 Questions) Part-II 30 Minutes MCQ General awareness (10 Questions) Reasoning (10 Questions) Information technology & Computing (10 Questions) Part-III Descriptive conventional written examination – 20 minutes Translation one passage English to Hindi (approximate 10 lines) Translation one passage Hindi to English (approximate 10 lines) Total	10 Marks 10 Marks 10 Marks 10 Marks 10 Marks 10 Marks 10 Marks 15 Marks 15 Marks 100 Marks
8	Research Assistant (Chemistry)	1. Questions on concerned subject knowledge as per RR, i.e., PG Degree in Chemistry, M Pharma (Ay Quality Control)/M Sc (Medicinal Plant) with specialization in pharmaceutical analysis. 2. Questions on Research Methodology. 3. Question on General Awareness and Information Technology. Total	70 Marks 20 Marks 10 Marks 100 Marks
9	Research Assistant (Botany)	1. All subject of M.Sc (Botany) 2. Research Methodology. 3. General Knowledge and Information Technology. Total	70 Marks 20 Marks 10 Marks 100 Marks

S. No.	Nomenclature of the Post	Syllabus	Total Marks
10	Research Assistant (Pharmacology)	1. All subjects of M.Pharm. (Pharmacology)/M. Pharm. (Ay.) with Pharmacology syllabus. 2. Research Methodology & Biostatistics- 3. General knowledge Information Technology. Total	70 Marks 20 Marks 10 Marks 100 Marks
11	Research Assistant (Organic-Chemistry)	1. Question on concerned subject knowledge as per RR, i.e., PG Degree in Chemistry with specialization in organic chemistry. 2. Questions on Research Methodology. 3. Question on General Awareness and Information Technology Total	70 Marks 20 Marks 10 Marks 100 Marks
12	Research Assistant (Garden)	1. All subjects of M.Sc (Botany)/Medicinal plants with Botany syllabus. 2. Research Methodology. 3. General Knowledge and Information Technology. Total	70 Marks 20 Marks 10 Marks 100 Marks
13	Research Assistant (Pharmacy)	1. Question on concerned subject knowledge as per RR. 2. Questions on Research Methodology. 3. Questions on General Awareness and Information Technology. Total	70 Marks 20 Marks 10 Marks 100 Marks
14	Stenographer Grade I	The examination will comprise Multiple Choice Questions (MCQ) in the following subjects: 1. General English – 30 questions 2. General Intelligence -30 Questions 3. Numerical Aptitude - 40 Questions 4. General Awareness -40 Questions Total	30 Marks 30 Marks 20 Marks 20 Marks 100 Marks
15	Statistical Assistant	1. Subject related questions as per the Master Degree Course in Statistics and Mathematics as approved by UGC. 2. Research Methodology with emphasis on clinical Research, study design, bio-statistics etc. 3. General awareness reasoning and Information technology. Total	65 Marks 20 Marks 15 Marks 100 Marks
16	UDC	The examination will comprise Multiple Choice Questions (MCQ) in the following subjects: 1. General English – 30 questions 2. General Intelligence -30 Questions 3. Numerical Aptitude - 40 Questions 4. General Awareness -40 Questions Total	30 Marks 30 Marks 20 Marks 20 Marks 100 Marks

S. No.	Nomenclature of the Post	Syllabus	Total Marks
17	Stenographer Grade II	The examination will comprise Multiple Choice Questions (MCQ) in the following subjects: 1. General English – 25 questions 2. General Intelligence -25 Questions 3. Numerical Aptitude - 25 Questions 4. General Awareness -25 Questions Total	25 Marks 25 Marks 25 Marks 25 Marks 100 Marks
18	LDC	The examination will comprise Multiple Choice Questions (MCQ) in the following subjects: 1. General English – 25 questions 2. General Intelligence -25 Questions 3. Numerical Aptitude - 25 Questions 4. General Awareness -25 Questions Total	25 Marks 25 Marks 25 Marks 25 Marks 100 Marks
19	Jr Medical Laboratory Technologist	1. 10+2 Science subjects and diploma in Medical Laboratory Technology (All subjects). 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks
20	Laboratory Attendant	1. All subjects of Senior Secondary (+ 2 level) Science course. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks
21	Security Incharge	1. Common subject of any discipline of graduation level to assess knowledge base of a graduate student. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks
22	Driver Ordinary Grade	1. As per Staff Selection Commission Matric level examination syllabus. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks
23	Library Clerk	1. All subjects of 10+2 Science subjects and certificate course in library science. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks

S. No.	Nomenclature of the Post	Syllabus	Total Marks
24	Pharmacist(Grade-I)	1.Introduction to Ayurveda including all disciplines (Basic Principles, Shareera Rachna, Shareera Kriya, Dravyaguna, Rasashastra, Bhaishajya Kalpana, Shalya, Shalakya, Stri Roga & Prasuti Tantra, Balorga, Kayachikitsa, Swasthavritta and their modern counterparts. 2. Applied aspects of Dravyaguan, Rasashastra & Bhaishajya Kalpana, Pharmacognosy, Pharmacology, Pharmaceutical sciences, Industrial Pharmacy, Biomedical waste management, Relevant Regulatory provisions. 3. General Knowledge, Reasoning, Information Technology & Computing, Communication Skill, Management Total	25 Marks 50 Marks 25 Marks 100 Marks
25	Offset Machine Operator	1. All subjects of Matriculation and certificate course on operation and maintenance of offset printing machine 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks
26	MTS	1. As per Staff Selection Commission Multi Tasking Staff grade examination syllabus. 2. General Awareness, Aptitude and Test of Reasoning. 3. Working knowledge of Information Technology and Computing Total	70 Marks 20 Marks 10 Marks 100 Marks

4.8 The duration of online Computer Based Test for Group 'A', Group 'B' and Group 'C' for the above posts is as indicated below:

- (i) For Group "A":
For all candidates, except PWD: 60 Minutes.
Compensatory Time for PWD: 80 Minutes.
- (ii) For Group "B" and Group "C" Posts:
For all candidates, except PWD: 90 Minutes.
Compensatory Time for PWD: 120 Minutes.

APPLICATION FEE

5.1 Candidates belonging to the category of SC/ST/PWD/EWS/Ex-Serviceman/Woman are exempted from paying the Examination Fee. However, all applicants including the ibid-mentioned exempted category candidates are required to pay the non-refundable processing fee as prescribed below for the Group "A", "B" and "C" respectively. In addition to the Processing fee, other than those belonging to exempted categories are also required to pay a Non-Refundable under-mentioned Examination Fee for each post for which the candidate wishes to apply.

APPLICATION FEE	
For Group “A” Posts:	
Applicable to all candidates applying for Group “A” Post:	
Processing fee	Rs.500/-
Examination Fee:	
Unreserved & OBC candidates	Rs.1000/-
Exempted Categories: SC/ST/PWD/EWS/Women candidates/ Ex-Servicemen	Nil
For Group “B” Posts:	
Applicable to all candidates applying for Group “B” Post:	
Processing fee	Rs.200/-
Examination Fee:	
Unreserved & OBC candidates	Rs.500/-
Exempted Categories: SC/ST/PWD/EWS/Women candidates/ Ex-Servicemen	Nil
For Group “C” Posts:	
Applicable to all candidates applying for Group “C” Post:	
Processing fee	Rs.100/-
Examination Fee:	
Unreserved & OBC candidates	Rs.200/-
Exempted Categories: SC/ST/PWD/EWS/Women candidates/ Ex-Servicemen	Nil

5.2 CCRAS will accept Application Fee only through on line Payment Gateway of State Bank of India SBlePay or any other gateway as convenient. Application Fee submitted by any other mode i.e., Cash, Postal Order, Demand Draft, etc will not be accepted. In case applicant is applying for more than one post, he/she shall have to remit application and fee separately for each post as applicable.

5.3 The application fee mentioned above is inclusive of GST @ 18%. However, bank charges plus GST shall be levied extra on the candidate depending on the type of payment mode.

5.4 Once the Application is filled-in and submitted, the candidates will automatically redirected to Online Payment Gateway i.e., State Bank of India SBlePay or any other gateway as convenient via Debit Card/Credit Card/Internet Banking/UPI. “Make Online Payment” and remit the Application Fee through Debit Card/Credit Card/Net Banking/UPI. The candidate may generate payment acknowledge slip and transaction details at Payment Gateway for future reference.

6. MODE OF PAYMENT (DEBIT CARD/CREDIT CARD/INTERNET BANKING/UPI)

6.1 The candidates can pay applicable application fee online by using Debit Card/ Credit Card/Internet Banking/UPI. The payment status will be automatically changed to “Payment Received” on successful receipt of application fee/payment response at online application portal. In case the payment status doesn’t change to “Payment Received”, candidates are required to retry payment through Debit Card/Credit Card/ Internet Banking/UPI. All the candidates should ensure that payment status is “Payment Received”. The transaction is considered “Incomplete” in case of non receipt of payment or any other payment status due to any reason. Once the payment is done, candidates are required to take print of acknowledgement of payment and preserve the same for future reference. No other mode of payment other than online payment as mentioned above will be accepted.

7. CITIES OF EXAMINATION

7.1 The Computer Based Test will be conducted in Test Centres located at **1. Ahmedabad, 2. Bengaluru, 3. Bhopal, 4. Bhubaneswar, 5. Chandigarh/Mohali, 6. Chennai, 7. Cuttack, 8. Dehradun, 9. Dimapur, 10. Durgapur, 11. Guwahati, 12. Hyderabad, 13. Indore, 14. Jabalpur, 15. Jaipur, 16. Jammu, 17. Jorhat, 18. Kolkata, 19. Lucknow, 20. Mumbai, 21. Nagpur, 22. Nashik, 23. New Delhi & Greater Noida, 24. Panaji, 25. Patna, 26. Pondicherry (Puducherry), 27. Port Blair, 28. Prayagraj, 29. Pune, 30. Raipur, 31. Ranchi, 32. Shillong, 33. Shimla, 34. Srinagar, 35. Surat, 36. Thiruvananthapuram/Kochi, 37. Vadodara, 38. Varanasi, 39. Vijayawada, 40. Warangal.** However, CCRAS reserves right to cancel or add more cities and centres. The computer based test (CBT) could be shifted to any other city of examination depending upon the administrative feasibility.

8. HOW TO APPLY:

- 8.1. Candidates are advised to read following instructions carefully before applying on-line and all the instructions given on main instruction page of on-line applications.
- 8.2. Candidates are required to apply through Online Application LINK hosted at CCRAS website www.ccras.nic.in in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 03 (three) steps as follows
 - 8.2.1. **Step 1** - Create Account by providing basic details and generating a User ID and setting password
 - 8.2.2. **Step 2** - Login to fill detailed profile information providing demographic, category, sub-category, photo, sign and common documents
 - 8.2.3. **Step 3** - Apply for a post providing post specific information, uploading post specific documents and make payment for applying for respective post.
 - 8.2.3.1. Note: - Step 3 can be repeated for multiple posts via same login
- 8.3. Candidates should have a valid personal e-mail ID and Mobile Number which should be kept active during the period of this recruitment process.
- 8.4. The system generated Login ID (Reference Number), Password to Login at Online Application portal to complete online registration and submission of Online Application, information about availability of Admit Card for Test or Call Letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box).
- 8.5. The candidates are, therefore, required to check regularly their e-mail for any communication from CCRAS. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for appearing in computer-based test will not be sent by post.
- 8.6. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted finally by clicking submit button, no change / edit will be allowed, thereafter.
- 8.7. If a candidate intends to apply for more than one post, he/she will have to submit individual on-line application for each post along with prescribed application fees (as applicable). In such a case he/she should use the same reference number for login and apply for additional post(s) via which candidate had applied for the previous post. Candidate should not create multiple Reference Number for applying for different / same post.
- 8.8. The candidates should ensure the completion of all the steps i.e.
 - 8.8.1. Step 1 (User Account Creation) and
 - 8.8.2. Step 2 (Providing detailed demographic, category, sub-category etc details and submitting profile) and
 - 8.8.3. Step 3 (Apply for post(s) and online payment of Application Fee (if applicable for all the desired post(s)) by the stipulated date and time.

- 8.9. Before starting to fill up the on-line application, the candidates should keep at hand the following details / documents / information: -
- 8.9.1. His/her personal details.
 - 8.9.2. His/her scanned photograph and signature (as per dimensions given below).
 - 8.9.3. His/her caste/Category certificate for SC/ST/OBC/EWS (as per Central Govt. format)
 - 8.9.4. Disability Certificate issued for PWD candidates (as per Central Govt. norms)
 - 8.9.5. His / Her Discharge Certificate (retirement) in case of Ex-Serviceman Candidate
 - 8.9.6. His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
 - 8.9.7. Any other details/documents required relating to eligibility Criteria, viz., No Objection Certificate (NoC) in case of applicant is already in Govt. Service, candidates other than SC/ST/OBC/PWD/Ex-Servicemen eligible for age relaxation (sports person/ widow/ divorced women/ judicially separated women/ departmental candidates/persons who had ordinarily been domiciled in the UT of J&K and Ladakh, etc.
- 8.10. Candidates are now ready to apply on-line by visiting the CCRAS website and going to the tab "CAREER" on CCRAS website: www.ccras.nic.in**
- 8.11. Please read instruction Page of Online Application for Sign-up for generation of Login ID and PASSWORD.
- 8.12. First, the candidate must Create Account / Sign-Up (Step-I) by filling-up following details:
- 8.12.1. Candidate Full Name as per Matriculation Certification,
 - 8.12.2. Father's Name as per Matriculation Certificate
 - 8.12.3. Mother's Name as per Matriculation Certificate
 - 8.12.4. Gender
 - 8.12.5. Date of Birth
 - 8.12.6. Mobile Number
 - 8.12.7. E-Mail ID
 - 8.12.8. Valid Govt. ID Proof (Any one of Voter ID, Passport, PAN or Driving License)
 - 8.12.9. Password and Confirm Password
- 8.13. Mobile Number & E-Mail ID will be validated via OTP
- 8.14. Candidate will be required to enter Father's Name, Mother's Name, Gender & DOB twice for confirmation.
- 8.15. All the details entered during user account creation will not be allowed to be modified during any stage of application form filling or recruitment**
- 8.16. On Successful user creation system will be generating a Reference Number and send it on registered email id and mobile number of candidates to login and complete the application & payment for desired post(s)
- 8.17. Step-II: After re-login by using Reference Number & Password. Click on 'Profile' tab and fill up details of Personal Details (category, sub-category etc), Basic Qualification (SSC, HSC / Diploma), Upload Photograph, Signature, Caste Certificate, PwD Certificate, Discharge Certificate, Basic Qualification Certificates and Scribe Declaration Form (if applicable), etc appearing under various tabs and submit Profile by clicking submit button.
- 8.18. After submission of profile candidate will be displayed 'Apply for Post(s)' tab for doing step III via which candidate will be able to apply for various post(s) for which candidate desires to apply.
- 8.19. While applying for desired post(s) candidate will be required to provide post specific information and upload post specific documents, after submission of application the candidate will be diverted to Payment Gateway for payment of processing & examination fee.
- 8.20. Candidates belonging to the exempted category will be diverted for payment of examination fee. Both the payment will be online via SBI Payment Gateway through net banking, debit cards or credit cards or UPI etc.

- 8.21. Step III can be repeated for each of the post for which candidate desires to apply, while applying for each subsequent post candidate will be required to fill only post specific details and upload post specific documents, details for the respective post will be taken basis the details filled in the respective post's application form.
- 8.22. Instructions regarding scanning of PHOTOGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:
- 8.22.1. Photograph Image:
- 8.22.1.1. Photograph must be a recent passport size colour picture (Clicked in year 2025)
 - 8.22.1.2. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
 - 8.22.1.3. Look straight at the camera with a relaxed face.
 - 8.22.1.4. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
 - 8.22.1.5. If you have to use flash, ensure there's no "red-eye".
 - 8.22.1.6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - 8.22.1.7. Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
 - 8.22.1.8. Size of scanned photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.
 - 8.22.1.9. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.
 - 8.22.1.10. File name of the digital photo should contain only alphabets and number, should not contain any special character or spaces
- 8.22.2. Signature image:
- 8.22.2.1. The applicant has to sign on white paper with Black ink pen.
 - 8.22.2.2. The signature must be signed only by the applicant and not by any other person.
 - 8.22.2.3. The signature will be used to put on admit card and wherever necessary.
 - 8.22.2.4. If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
 - 8.22.2.5. Please scan the signature area only and not the entire page.
 - 8.22.2.6. Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred)
 - 8.22.2.7. Ensure that the size of the scanned image is not more than 20kb.
 - 8.22.2.8. File name of the signature image file should contain only alphabets and number, should not contain any special character or spaces
- 8.22.3. Document Upload
- 8.22.3.1. The document uploaded should be relevant to the required document
 - 8.22.3.2. On the preview page the candidate must view each uploaded document and confirm that document viewed is same as uploaded
 - 8.22.3.3. Upload documents must be clear and should not be blurred.
 - 8.22.3.4. Uploaded documents should not be cut from edges such that full document is not visible
 - 8.22.3.5. The size of each document file should be between 50kb-2048kb
 - 8.22.3.6. Ensure that the size of single scanned document is not more than 2048kb.
 - 8.22.3.7. File name of the uploaded document should contain only alphabets and number, should not contain any special character or spaces
- 8.22.4. Scanning the Photograph & Signature
- 8.22.4.1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
 - 8.22.4.2. Set Color to True Color
 - 8.22.4.3. File Size should be as specified above.

- 8.22.4.4. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- 8.22.4.5. The image file should be JPG/JPEG format.
- 8.22.4.6. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon.”
- 8.22.4.7. Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using “Save As” option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the “Image” menu.
- 8.22.4.8. Similar options are available in other photo editor also.
- 8.22.4.9. If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- 8.23. The candidate should upload his/her photograph and signature, as per the instructions given in the following paragraphs:
 - 8.23.1. Instructions regarding uploading the photograph and signature:
 - 8.23.1.1. While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
 - 8.23.1.2. There will be two separate links for uploading photograph and signature
 - 8.23.1.3. Click on the respective link to Upload Photograph/Signature
 - 8.23.1.4. Browse and select the location where the scanned photograph/signature file has been saved.
 - 8.23.1.5. Select the file by clicking on it
 - 8.23.1.6. Click the ‘Open/Upload’ button. With this command the photograph / signature will get uploaded.
 - 8.23.2. Instructions regarding uploading the required documents:
 - 8.23.2.1. While filling in the profile form, the candidate will be provided with links to upload various documents pertaining to category, sub-category and basic qualifications
 - 8.23.2.2. While filling in the online application form, the candidate will be provided with links to upload various documents pertaining to post specific qualification and experience
 - 8.23.2.3. There will be separate links for uploading each document, candidates will be provided links to upload only the documents which are required to be uploaded by them based on the details provided by them in the profile form and/or application form.
 - 8.23.2.4. All the document upload links will be on “Upload Document” page
 - 8.23.2.5. In case the candidate is applying for multiple posts then all the relevant documents as per concerned application form will need to be uploaded against the respective application form
 - 8.23.2.6. Click on the respective link to Upload document
 - 8.23.2.7. Browse and select the location where the scanned document file has been saved
 - 8.23.2.8. Select the file by clicking on it
 - 8.23.2.9. Click the ‘Open/Upload’ button. With this command the photograph / signature will get uploaded
- 8.24. Instructions for Profile Preview page
 - 8.24.1. After candidate has provided the relevant details about the profile and uploaded relevant common documents for submitting the profile, candidate will be displayed a preview page where in candidate can review all the provided details and uploaded photo, signature image and documents.
 - 8.24.2. Candidate will be required to click on each uploaded document and confirm by checking an undertaking checkbox that uploaded document is relevant and correct

- 8.24.3. Candidate will be required to give the undertaking about correctness of the rest of the information provided in the profile information
- 8.24.4. Once proceeded to 'Apply for Post' candidate will not be able to make any changes in the profile information and will only be allowed to apply and make payment for the desired posts
- 8.25. Instructions for Applying for a Post
 - 8.25.1. Candidate needs to select the post for which they desire to apply
 - 8.25.2. Depending on the selected post system will display the fields for collecting the post specific information which candidate needs to provide
 - 8.25.3. After providing post specific information, candidate needs to proceed to uploading post specific documents
 - 8.25.4. After uploading of document candidate needs to proceed to preview page of post application and review the details provided for specific post and verify the post specific uploaded document
 - 8.25.5. Candidate will be required to click on each uploaded document and confirm by checking an undertaking checkbox that uploaded document is relevant and correct
 - 8.25.6. Candidate will be required to give the undertaking about correctness of the rest of the information provided in the post application form
 - 8.25.7. Once proceeded to 'Payment' for specific post candidate will not be able to make any changes in the post application form of respective post and will only be allowed to make payment for the applied posts
 - 8.25.8. Candidate can apply for multiple posts by following / repeating the steps mentioned above.
- 8.26. Instructions for Payment
 - 8.26.1. Candidates will be displayed the payment amount as per their category / sub-category and applied post; candidate needs to click on 'Make Payment' button to get redirected to payment gateway to complete the payment
 - 8.26.2. On the payment gateway page candidates are required to select one of payment methods i.e. net banking/debit card/credit card/UPI to make the payment. The details of amount payable as well as payment gateway details are available at para 5.1 to para 6.
 - 8.26.3. After payment is made successfully candidates will be redirected back to the application portal with the confirmation of submission of application form for respective posts.
 - 8.26.4. The candidate must note that their application for the post concerned is submitted only after making successful payment.
 - 8.26.5. Candidate can download the application form and payment receipt for each of the post for which they have applied successfully from 'Dashboard' tab
 - 8.26.6. After the application is confirmed submitted by the system i.e. after completion of Step-III, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain confirmation of post applied. Application form containing details filled by candidate will be available in the Application Dashboard for download in pdf format, candidate should keep a copy of this application form sheet after submission of the same for his future guidance. This should NOT be sent to CCRAS.
 - 8.26.7. If candidate wants to apply for another post candidate should go to 'Apply for post' and complete Step III for the desired posts.
- 8.27. Instructions regarding Admit Card
 - 8.27.1. Candidates admit cards for appearing computer-based test will be hosted on the same registration portal.
 - 8.27.2. Intimation about hosting of admit card on the portal will be provided to candidates via E-Mail/ SMS on their registered E-Mail ID and Mobile number respectively.
 - 8.27.3. Candidates are advised to keep checking the landing page of the registration portal for any communication related to recruitment process including announcements related to hosting of admit card.

- 8.27.4. Once admit cards are hosted candidates are required to login to portal using their credentials and visit 'Post Application Status' page to download admit card for the applied posts.
- 8.27.5. Note that admit cards will be hosted only on this registration portal and will not be sent via e-mail.
- 8.27.6. The candidates are required to take a print-out of their admit cards after login. The candidates can also download their admit cards from the CCRAS website using their LOGIN ID (Application Sequence Number) and Password.
- 8.27.7. Candidates will not be allowed to enter the examination hall without valid admit card and photo identification card.
- 8.28. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this Advertisement Notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the CCRAS's website on account of heavy load on internet/website jam/disconnection, etc.
- 8.29. CCRAS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CCRAS.
- 8.30. Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
- 8.31. Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time of document verifications also.
- 8.32. **The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the CCRAS, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in CCRAS on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in CCRAS.**
- 8.33. Instructions related to Modification Window
 - 8.33.1. After closing the application window, candidates will be provided with a window for making corrections / modifications to their successfully submitted application forms or profile details.
 - 8.33.2. Information provided in Step I i.e. during user account creation cannot be modified during this window.
 - 8.33.3. Information provided during step II except listed below can be modified:-
 - 8.33.3.1. Category / Community Details
 - 8.33.3.2. Sub-Category Details
 - 8.33.4. Details provided in step III will need to be modified for each successfully applied post separately.
 - 8.33.5. **Modification for each successfully applied post will be chargeable at Rs. 250/- per attempt. In one modification attempt, candidate can make changes to multiple fields. But in case a candidate makes required modifications and re-submits and proceeds to payment and then make payment, if applicable. Thereafter, if further modification is required, then modification fees for respective application will need to be paid again.**
 - 8.33.6. **Modification to the profile information will also be chargeable at Rs.250/- per attempt. In one modification attempt, candidate can make changes to multiple fields. But in case a candidate makes required modifications and re-submits and proceeds to payment and then make payment then, there after that if further modification is required then modification fees for profile data modification will need to be paid again. The method for depositing the modification fee will be same as explained at Para 5.1 to para 6 for submission of processing fee.**

- 8.33.7. If the candidate does not make payment within the modification window after making the modification their modification will not be considered and originally submitted data will only be considered in the profile / application form
- 8.33.8. In case due to modification candidate is becoming ineligible for the concerned post then such modification will not be allowed to be done
- 8.33.9. In case due to modification the candidate is required to pay additional fees then such fees for each applied post will need to be paid along with standard modification fees.
- 8.33.10. In case due to modification the candidate fees is reduced then additional fees will not be refunded back to the candidate.
- 8.33.11. The modification window will only be available for three days starting from 1000 hours of 3rd September, 2025 to 1800 hours of 5th September, 2025. In case of any modification in date and time, the revised date and time will be intimated through a notification made available on Council's website (www.ccras.nic.in)

9. GENERAL INSTRUCTIONS

9.1 The candidate must be either

- a) A citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination provisionally but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

9.2 The posts are temporary but likely to continue. Fresh appointees shall be governed by New Pension Scheme (NPS)/Unified Pension Scheme (UPS). The candidates selected will be on probation for two years which may be extended at the discretion of the competent authority as per Government instructions, if needed.

9.3 The posts carry all India transfer liability and the candidates must be willing to serve in any peripheral Institutes/Centres/Units of the Council. The vacancies of Group 'A', 'B' & 'C' posts advertised in this advertisement are existing in all peripheral institutes under this council and the HQ office. The location details of states/cities of the peripheral institutes are available on our website. On final selection of candidates, the place of appointment for the selected candidates will be decided after taking into the account the city/States of the residential address provided by the candidates in their application, availability of vacancy in that particular City/State and the final rank obtained by the candidate in CBT examination and final rank obtained after including the marks scored in the interview, as the case may be. In case of non-feasibility, efforts will be made to offer the appointment to the candidates to any other nearest available location.

9.4 The eligibility of the candidates in terms of educational qualification, age, experience, etc., as stipulated in advertisement shall be determined as on the closing date for receipt of applications from the candidates which will remain unchanged even in case of extension of the closing date for submission of applications. Candidates in their own interest are advised to ensure that they are eligible in all respects before applying for the post.

9.5 The number of vacancies are subject to variation.

9.6 Persons already in service must submit their applications online. No Objection Certificate (NoC) duly approved by the Head of the Institutions certifying that the applicant is free from disciplinary and Vigilance angle and that no vigilance proceedings are pending. No Objection Certificate (NoC) should also be uploaded along with other documents.

9.7 Qualified SC/ST candidates for any of the Group "A" posts when called for interview will be paid Sleeper Class railway fare for onward and return journey by shortest route as per rules on production of railway tickets.

9.8 Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent to CCRAS by post.

9.9 Candidates desirous of applying for more than one post are required to apply on-line for each post separately.

9.10 Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment nor for selection process in future, even if the recruitment process is cancelled.

9.11 In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.

9.12 Canvassing in any form by or on behalf of any candidate, or bringing political or other outside influence with regard to selection/recruitment/posting will lead to disqualification of candidature.

9.13 Director General, CCRAS, reserves the right to cancel the recruitment for all/any of the posts without assigning any reasons.

9.14 A Notification will be placed on the Council's website about Answer Keys and a link will be provided for viewing the Answer key to the candidates. Objections, if any, towards the answer keys could be submitted within a period of three (03) days through a representation including appropriate evidence of the objection by the Candidates along with a fee of Rs. 300/- (Rupees three hundred only) per objection. The fee deposited will be refunded if the objection has been held as valid. In case of those objections which have been found as invalid, the fee deposited will be forfeited. The method for depositing the objection fee will be same as explained at Para 5.1 to para 6 for submission of processing fee. The decision of the Subject Expert/Council in this regard will be final.

9.15 The details submitted by the candidates in their application form will be verified with the documents submitted before offer of appointment letter is issued.

9.16 Only the date of birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.

9.17 The decision of the CCRAS about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.

9.18 Identity Verification: The candidates called for computer based test must carry at least one valid Photo Identity Card (in original), bearing Photograph, Name, Date of Birth of the Candidate, such as EPIC Card, Driving License, PAN Card, Passport, Aadhaar Card, Identity Card issued by the Government to the Examination Centre. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, she/he will not be allowed to appear for document verification and his/her candidature will be treated as cancelled.

9.19 Biometric Data Capturing and Verification: The biometric data (right thumb impression or otherwise) and the photograph of the candidates who will be appearing for CBT CCRAS will capture to verify identity of the candidate. The biometric data and photograph will be captured / verified on the following occasions:

- (i) Before the start of the examination it will be captured at Test Center during pre-exam registration
- (ii) At the end of examination before leaving the computer lab at Test Centers for verifications
- (iii) At the time of document verification before the skill test/interview, if shortlisted or before Joining if provisionally selected

9.20 The decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

9.21 Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

9.22 Candidates are requested to take care of the following points in order to ensure a smooth process:

- (i) If fingers are coated (stamped ink/mehndi/colored...etc), ensure to thoroughly wash them so that coating is completely removed before the CBT exam / skill test/ interview / joining day.
- (ii) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- (iii) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- (iv) If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

9.23 Character & Antecedent Verification: In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of the Council.

9.24 SC/ST Caste Certificate: Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to submit the self-attested copy of Caste certificate issued by the Competent Authority at the time of document verification, which will be verified by the Council.

9.25 OBC (NCL) Certificate: The OBC candidates included in the Central List having certificate in the format prescribed by Central Government will be given benefit of OBC Non-Creamy Layer Reservation. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC community as per rule of Govt. of India as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to “Creamy Layer” of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. The certificate will be verified by the Council. Similarly, EWS certificate as per the requisite details as mentioned in Para 3.11 and certificate in case of other categories, viz. PWD etc. will have to be as per Government stipulated format.

9.26 The selection process / recruitment do not involve any correspondence by the CCRAS with candidate at any stage regarding deficiency in application/documents/payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/documents etc. No correspondence will be entertained from the candidates found ineligible and not called for computer based test or interview or document verification or for non-selection.

9.27 The candidate must note that the mere fact that an admit card for appearing in computer based test has been issued to him/her, does not imply that the candidature has been finally accepted by the Council or that the entries made by the candidate in his/her application have been accepted by the Council as true and correct.

9.28 The candidates are advised in their own interest that they should not furnish any document/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.

9.29 Action against Misconduct & Unfair Means during CBT/Selection Process: At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

- (a) Using unfair means during the examination; or
- (b) Impersonating or procuring impersonation by any person; or
- (c) Misbehaving with test administrators, invigilators at Test Centres, or disturbing or damaging computers, equipments or computer networks of test centre; or
- (d) Resorting to any irregular means in connection with his/her candidature during selection process which also includes appearing twice in CBT for the same post; or
- (e) Using undue influence for his/her candidature by any means; or
- (f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- (g) Giving wrong information regarding his/her category (SC/ST/OBC/EWS/PWD/Ex-Servicemen) while appearing in the examination or thereafter; or
- (h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
- (i) Being in possession of calculator, mobile phone, pager, Bluetooth, headphone, earplug, laptop, i-pad and other computing /communication devices; or
- (j) Possessing any form of textual material / handwritten (or typed) pages, etc.

In addition to rendering the candidate liable to legal/criminal prosecution, the candidate will be:

- (i) **Disqualified from the examination and /or ;**
- (ii) **Debarred either permanently or for a specified period from any exam/recruitment and /or;**
- (iii) **Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of CCRAS.**

9.30 Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, iPad and other computing /communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by CCRAS/Examination Centre.

9.31 There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in CCRAS and also action may be taken against him under Indian Penal Code as deemed necessary.

9.32 Any further information/corrigendum/details regarding applications or applicants/ any other information regarding schedule of examinations or call letters for document verification/Instruction notices / results /panels shall be posted only on the official website of CCRAS i.e., www.ccras.nic.in No publication in any other media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of CCRAS very frequently.

9.33 In case of any inadvertent mistake in the process of selection or technical glitch which may be detected at any stage even after the issue of appointment order, CCRAS reserves right to modify/withdraw/cancel any communication made to candidates.

9.34 In case of any dispute, any suite or legal proceeding against CCRAS, the territorial jurisdiction shall be restricted to the Courts in Delhi.

9.35 Any queries related to ONLINE APPLICATION/SOFTWARE shall be replied from the help desk E-Mail: ccrasrp@onlineregistrationform.com, Phone: 022-62337918 to the candidate.

9.36 Information uploaded on Council's website shall not be provided under Right to Information Act, 2005. The online application portal shall display the Online Application of the Candidate, Online Objection Link for challenging questions/responses, the final QP HTML link displaying particulars of candidate, questions, responses, correct response finalised by subject matter expert, valid/invalid questions, etc will be made available to candidate through online link only for a specified period and thereafter it shall be discontinued. Therefore, the candidates are advised to download the information and keep them for future reference. Any application under Right to Information Act, 2005 shall not be entertained in due course of selection process and will be provided a reply, if needed, only after declaration of final results.

9.37 The decision of CCRAS in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

9.38 **Disclaimer:** On-Line Application validation rules and design are based on recruitment Advertisement (No.4/2025) published at CCRAS website. However, candidates are advised to read the recruitment advertisement/vacancy announcement carefully and should ensure that he/she fulfils eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/selection process is "PURELY PROVISIONAL" pending scrutiny of your eligibility as mentioned in the Advertisement (No. 4/2025) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, category, sub-category, application fee, essential educational qualification(s) and experience prescribed for the post his/her candidature will be rejected at any stage of selection process and even after appointment.

Administrative officer (Recruitment)
CCRAS