

**मानसिक स्वास्थ्य एवं स्नायु विज्ञान उन्नत् आयुर्वेद केन्द्र (सी सी आर ए एस)**

**[निम्हान्स], होसुर रोड, बेंगलूरु-29 (आयुष मंत्रालय, भारत सरकार)**

ADVANCED CENTRE FOR AYURVEDA IN MENTAL HEALTH AND NEURO SCIENCES, [CCRAS],  
NIMHANS, HOSUR ROAD, BENGALURU-560029.



**[Under C.C.R.A.S., Ministry of AYUSH, Govt. of India]**

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नोटिफिकेशन / NOTIFICATION NO .02/2018-19/

Dated: 13-11-2018

रिजिस्टर्ड बाह्य स्रोत एजेंसियों से इस केंद्र को 07 पारा मेडिकल स्टाफ, 01 हिंदी सहायक / अनुवादक, 01 हिंदी डाटा एंट्री आपरेटर, 04 हाउस किपींग स्टाफ और 02 सुरक्षा गार्ड का सेवाएं संविधा आधार पर एक वर्ष अवधि को प्रदान करने के लिए मोहर बंध लिफाफे में दि. 30-11-2018 (2.30 PM) या उससे पहले बेजने के लिए निम्नानुसार नोटिफिकेशन किया गया है।

Quotations are invited from Registered Out Source Agencies to Provide the services of 7 Para Medical Staff, One Hindi Assistant/Translator, One Hindi Data Entry Operator, 4 House Keeping Staff and 2 Security Guards on contract basis for a period of One year. The quotations in sealed envelopes addressed to the Research Officer Sct.,4.I/c, Advanced Centre for Ayurveda in Mental Health and Neuro Sciences, NIMHANS Campus, Hosur Road, Bangaluru-29, should be sent Superscripting "Quotation for providing Outsource Para Medical Staff, House keeping staff, Security Guards, One Hindi Assistant/Translator and One Hindi Data Entry Operator so as to reach the undersigned on or before 30-11-2018 (2.30 PM). Quotations will be opened on the same day at 3.00 PM.

Details of Staff required, Educational Qualifications, Experience, Work to be carried out, Terms and conditions etc. are enclosed in Annexure 1 and 2.

भवदीय/Yours faithfully,

प्रभारी अनुसंधान अधिकारी, वै-4/Research Officer Sct.4, I/c,

अनुसंधान अधिकारी (आयु.), वै-4 / Research Officer (Ay.), Sct.-4  
एसीएमएच व एनएस / ACAMH & NS  
निम्हान्स कैंपस, बेंगलूरु / NIMHANS Campus, Bengaluru -560029

ADVANCED CENTRE FOR AYURVEDA IN MENTAL HEALTH AND NEURO SCIENCES, [CCRAS], NIMHANS, HOSUR ROAD, BANGALORE-560029.

SIN o.	Name of the Post	No. of Post	Age Limit	Essential Educational and other Qualification required	Duties to be carried out
01	Staff Nurse	02 [01 Male & 01 Female]	27 Years	1. Certificate of 'A' grade Nurse and Registered with the Nursing council of India. 2. 01 Year experience in working in a recognized Hospital preferably in Ayurvedic Hospital. OR BSC Nursing from a recognized University / Institution and registered with the Nursing Council of India.	Must discharge duties in any shift out of 3 shifts in a day, as per the Directives of the Doctors taking nursing care of admitted patients. Administering Medicines to the Patients, Monitoring B.P., Temperature, Pulse Supervising duties of Ward boys, Ayahs, House Keeping Personnel in the IPD. Collecting Admission, ward and Treatment charges and preparing the bills.
02	Panchakarma Technician	01(FEMALE ]	27 Years	1. Panchakarma certificate in a recognised Ayurvedic Hospital. 2 years experience in Panchakarma treatment / techniques in a recognized Ayurvedic Hospital.	Administering all type of Panchakarma Procedures as per the directives of the Doctors, Supervising the Panchakarma attendants and maintaining Cleanliness in the Panchakarma Theater, Maintenance of records / data of patients providing weekly / monthly reports etc.
03	Panchakarma Attendant	02 [01 Male & 01 Female]	27 Years	1. SSLC/10 <sup>th</sup> Pass. 1 years experience in Panchakarma treatment/techniques in a recognised Ayurvedic Hospital.	To carry out the duties assigned by the Doctors and Panchakarma technician. In carrying out panchakarma therapies. Maintaining cleanliness in Panchakarma theatre. Responsible for maintenance of Panchakarma Instruments / furniture etc.
04	Ward boys	02 [Male]	27 Years	1. SSLC/10 <sup>th</sup> Pass. 1 years experience in a recognized Hospital.	Assisting the Nurse in Patient Care, Maintaining cleanliness in wards, brining food from kitchen and distribution, cleaning of food vessels, changing of Linen. etc.
05	Hindi Assistant/ Translator	01	40 Years	1. Degree from a recognised University. 2. Adequate knowledge of Hindi up to the standard of B.A. in a Indian University. 3. Ability to translate from Hindi to English & English to Hindi OR Post Graduate in Hindi with ability to translate from Hindi to English & English to Hindi. [Ability of translation will be tested through a test] 4. 1 year experience in any recognised Institute.	To carry out Hindi related Office/technical works, drafting in Hindi letter typing, translation from English to Hindi, Hindi to English. Any other works related to Hindi official language assigned by the superiors officers.
06	Hindi Data Entry Operator	01	40 Years	1. Degree Certificate in Hindi from recognised University. 2. Certificate in Computer Application Course in English 3. 25 words per min. Typing speed in Hindi/English/Kannada. 4. 1 year experience in any recognised Institute.	Typing works in Hindi, English & Kannada related to implementation of Hindi.

07	Housekeeping Staff	04	18 to 55 years	<ol style="list-style-type: none"> <li>1. Educational Qualification 7<sup>th</sup> Standard Pass.</li> <li>2. Previous experience of One Year is desirable in a recognized Hospital as House Keeping.</li> <li>3. Must possess good health and should produce medical fitness certificate.</li> </ol>	<p>Services should be provided round the clock on shift basis. On all the 30 days of the month. The House Keeping Staff should carryout cleaning of the wards, toilets, hospital rooms, Office, store, pharmacy, library, panchkarma rooms etc. of the Advanced Centre Building and cleaning the garbage in plastic bags [separate bags for organic &amp; inorganic substances]. In addition they have to clean the side gardens around the Advance Centre Building. They also should carryout any other works assigned to them by the undersigned.</p>
08	Security Guard	02	55 years	<ol style="list-style-type: none"> <li>1. Educational Qualification 7<sup>th</sup> Standard Pass.</li> <li>2. Previous experience of One Year is desirable in a recognized Hospital as Security Guard.</li> <li>3. Must possess good health and should produce medical fitness certificate if demanded by the undersigned.</li> </ol>	<p>Services should be provided in 2 shifts, [Morning __ hrs to ____ hrs. Then afternoon __ hrs to ____ hrs. They should carryout any other duties assigned by the undersigned. Relating to security.</p>

Age Relaxable for SC/ST/OBC/etc., as per rules.

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(1) The rates quoted must comprise as detailed below:

- a. Rs. 16,000/- per month per each staff Nurse & Panchakarma Technician including EPF+ESI
- b. Rs.13,000/- per month for each Panchakarma Attendant and Ward Boy including EPF + ESI ...2
- c. Rs. 20,000/- per month for Hindi Assistant/Translator
- d. Rs.20,000/- per month for Hindi Data Entry Operatore..
- e. Rs.16,000/- per month for Security Guards

(2) GST (as approved by Government of India) charge should be mentioned separately with terms and conditions.

(3) The Agency should attach copies of EPF certificate, Professional Tax Certificate GST Register Number Certificate, ESI Certificate etc., along with quotation.

The Contract Agency should provide EPF, ESI etc., benefits; ID to the persons Employed and also should pay the Professional Tax, GST etc. to the Government. The payment will be made on receipt of Bill every month after Deducting Income Tax as per rules. The bills should be attached with the Bank Statements showing the payment of the previous month deposited to the respective Bank Accounts of the persons employed. The receipts for the payment of EPF, ESI & GST are also to be enclosed.

The successful bidder has to sign a contract agreement and deposit a security amount of Rs.80,000/- for providing the above services. No interest will be paid on security deposit and the same will be refunded after successful completion of the contract period. In case of any breach in the agreement the security deposit will be forfeited.

The undersigned reserve the right to accept or to reject the quotation in full or part without assigning any reason.

प्रभारी अनुसंधान अधिकारी, वै-4/Research Officer Sct.4, I/c.  
अनुसंधान अधिकारी (आयु.), वै-4 / Research Officer (Ay), Sct.-4  
एसीएमएच व एनएस / ACAMH & NS  
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