

**REGIONAL AYURVEDA RESEARCH INSTITUTE FOR LIFE STYLE
RELATED DISORDERS**

Poojapura, Thiruvananthapuram - 695 012, Kerala

WALK-IN-INTERVIEW


It is proposed to conduct a walk-in-interview to engage the services of one Office Assistant (Admn.) as per details given below on contract co-terminus basis on a consolidated payment for a period of six months, which may be curtailed or extended at the discretion of the competent authority.

Sl. No.	Name of the post	Qualification	Age	Remuneration	Tenure of service	Date and time of Interview
1.	Office Assistant (Admn.)	Rtd. State/Central Govt. Staff with experience in dealing Accounts and Administration along with the basic knowledge in computer , excel& net working.	up to 65 yrs (as on the date of interview)	20,000/-	6 months	Interview on 23.8.2017 at 10.30 a..m. Registration Time::9.30 a.m. to 10.30 a.m.

Interested candidates fulfilling the qualifications prescribed above are requested to appear for the Interview on the above mentioned address, at the scheduled date and time in the Chamber of the Assistant Director-in-Charge. Applicants should bring their bio-data in the prescribed format, two passport size recent photographs and attested photocopies of the certificates along with originals for verification.

General Conditions:

1. No TA/DA will be admissible for attending the written test/ interview


Assistant Director-in-Charge

TERMS AND CONDITIONS

1. The engagement will be initially for a period of six months with effect from the date of his/her joining which can be extended or curtailed at the discretion of the competent authority.
2. The engagement can be terminated at any time without notice and assigning any reason thereof.
3. No leave is admissible other than Casual Leave.
4. He/She will abide by the rules of discipline and other office procedure as applicable to the employees of the Council.
5. He/She will not be treated as the employee of the CCRAS, New Delhi
6. He/She will not be allowed to take up any other assignment during the period of the contract and she has to complete the period of tenure.
7. He/She will apply one month notice in advance if resigning from his/ her services during the tenure.
8. He/She will not be entitled to any DA or the fee or any other relief.