



भारतीय चिकित्सा केन्द्रीय परिषद्

आयुष मंत्रालय,

भारत सरकार के अधीन एक सांविधिक निकाय

कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी, नई दिल्ली -110058

CENTRAL COUNCIL OF INDIAN MEDICINE

A Statutory Body under the MINISTRY OF AYUSH, Govt. of India

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Requirement of administration staff on contract basis

CCIM intends to engage through outsourcing from registered manpower agencies, initially approximate 15 Data Entry Operators/Computer Operators and 10 Office Attendants/Peons (it may be increased or decreased time to time as per requirement of the CCIM) on contract basis for performing the duties of Data Entry Operators/Computer Operators and Office Attendants/Peons. The monthly remuneration shall be Rs.13,000/- (Rupees thirty thousand only) per months for Data Entry Operators/Computer Operators and Rs.10,000/- (Rupees ten thousand only) per month for Office Attendants/Peons.

The essential qualifications, experience and age limits in this regard are as under:-

Qualifications for each post

Data Entry Operator: Degree from a recognized University, Diploma/certificate in computer applications of not less than one year duration.

Office Attendant/Peons: Minimum qualification of 10th pass.

Age Limits: Not more than 30 years as on 01.01.2015 (Relaxable in case of deserving candidates)

The selected manpower agency will be required to provide candidate possessing the required qualifications and experience, if any and within the age limits prescribed, in respect of whom the Council may at its discretion conduct a written test and/or hold interview.

The Council will make the payment regarding EPF, ESIC, Service Tax etc as per rule on production of verified document.

The Contractor will manage the statutory obligations of remitting/maintaining EPF, ESIC accounts of each employee. The monthly remuneration specified above is exclusive of employer's contribution on account of EPF, ESIC etc. the selection of the manpower agency will be made on the basis of track record of providing quality personnel and service charges quoted by the firm. The firms may also give the break-up of monthly remuneration in respect of each post and person, on the basis of which deductions on accounts of EPF and ESIC will be made. It is clarified the Statutory obligation will be borne by Agency, Candidate and CCIM as per rule.

Sealed quotations may be submitted to the Secretary, CCIM on any working day between 11:00A.M. to 4:00 P.M. by 15.01.2015 by mentioning the service charge per employee/per month only. The quotation shall be opened on the next working day at 11:00 A.M. in the presence of representatives of the firms who may wish to be present. Secretary, CCIM, reserves the right to accept or reject or any of the quotations without assigning any reason.

Secretary