



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

Annexure-1

| Sl. No. | Name of the Post | No of Post | Age Limit   | Essential Educational & other Qualification required   | Duties to be carried out  | Remuneration.                       | Leave entitlement  |
|---------|------------------|------------|---|--|---|-------------------------------------|--|
| 01      | Office Assistant | 02         | 1. Not more than 30 yrs of age on the date of fresh engagement<br>2. Can be relaxed upto 35 yrs for those having minimum experience of 01 year with Central Govt. or its organizations. | 1. Graduate in any discipline from a recognized University Preferably B.Com Graduate<br>2. Should have good communication, writing ability and interpersonal skills.<br>3. Knowledge of computer applications such as MS Word, MS Excel & Powerpoint.<br>4. Knowledge of Accounts & Tax Calculation etc..<br>5. Should be capable of Typing 35 words per minute in English or 25 words in Hindi on Computer, writing ability test & personal talk. | 1. To Assist the Assistant of this Centre in account works / Income Tax Calculation and any other duties assigned by the superiors/Officers of this Centre. | Rs. 20,000/- consolidated per month | Entitled to avail maximum 12 days paid leave in a Calendar year. |

The Successful bidder has to sign a contract agreement and deposit a security amount of Rs. 20,000/- to the undersigned for which no interest will be paid but, returned after successful completion of the contract period. In case of any breach in the agreement the security deposit will be forfeited. The undersigned will reserve the right to accept or to reject the quotation without assigning any reasons. The sealed quotations superscripted "Quotations for providing the services of Office Assis. on contract basis" should reach the undersigned on or **before 20.03.2019 2.30 PM.** The quotations will be opened on the **same day at 3.00 PM.**

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

The agency should attach copies of EPF certificate, Professional Tax certificate, GST Reg. No. Certificate, ESI Certificate Etc. along with quotation. The Agency should provide EPF, ESI etc., benefits, I.D. to the persons deployed and also should pay the Prof. 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 statement showing the payment of the previous month deposited to the respective Bank accounts of the persons deployed. The receipts for the payment of EPF, ESI, & GST are also to be enclosed.

The Candidates produced by the Successful bidder should produce authentic certificates for age qualification, experience, computer typing speed etc..



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,  
[CCRASI] NIMHANS, HOSUR ROAD, BENGALURU-560029.

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

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F. 1-8[A]/ACAMHNS/2018-19/RCT/Out source/

Date: 08.03.2019

नोटिफिकेशन / NOTIFICATION NO. 04 / 2018-19.

रिजिस्टर्ड बाह्य स्रोत एजेंसियों से इस केंद्र को 02 कार्यालय सहायकों का सेवाएं संविदा आधार पर प्रारंभिक में छः माह अवधि के लिए प्रदान करने के संबंध में मोहर बंध लिफाफे में दि. 20.03.2019 [2.30 PM] या उससे पहले भेजने के लिए कोटेशन आमंत्रित किया गया है। कोटेशन को उसी दिन अपराह्न 3.00 बजे खोला जाएगा। कर्मचारियों का आवश्यक शैक्षणिक योग्यता, कार्य अनुभव, आयुसीमा और नियम एवं शर्तों का विवरण अनुलग्नक - 1 में संलग्नित है।

Quotations are invited from registered out source agencies to provide the services of 02 Office Assistants on contract basis for a period of initially six months. The registered out source agencies may send their quotations in sealed envelope superscripted "Quotation for providing the services of Office Assistants on contract basis" so as to reach the undersigned on or before 20.03.2019 [2.30 PM]. The 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 & conditions etc. are enclosed in Annexure 1.

अनुसंधान अधिकारी (बै.4)/R.O.(Sct.-4)

एसीएमएच व एनएस / ACAMH & NS

निम्हान्स कैंपस, बेंगलूरु / NIMHANS Campus, Bengaluru -560029

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