

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, KOLKATA

250A/29, G. T. Road (N), Liluah, Howrah

A Unit of Central Council for Research in Unani Medicine, New Delhi

(Ministry of AYUSH, Govt. of India)

Dated: 03-12-2019

Advertisement No. (01/2019)

WALK-IN-INTERVIEW

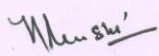
Applications are invited from candidates to work as Programme Assistant under Pharmacovigilance Programme, purely on contractual basis. Interested candidates may appear for Walk-in-Interview on 16-12-2019 at 10:30 AM at the office of Incharge, Regional Research Institute of Unani Medicine, 1st Floor, 251A/29, G. T. Road (N), Liluah, Howrah-711204 (Near Jaiswal Hospital).

<i>Name of Post</i>	<i>Qualification</i>	<i>Age</i>	<i>Remuneration</i>	<i>No. of Post</i>
Programme Assistant	BUMS from recognized Institution	Below 35 years. 5 years relaxation for higher qualification	Rs. 25000/- per month	One (1)

Further detailed advertisement and Application form can be obtained from Office of the Regional Research Institute of Unani Medicine at 250A/29, G. T. Road, Liluah, Howrah-711204 on any working day from 10 AM to 4 PM.

Details are also available on the website of CCRUM—ccrum.res.in

Tel. No. 033-26550108, E-mail ID: kolrrium@gmail.com.


(Dr. Younis I. Munshi)
RRIUM, 250A/29, G. T. Road (N)
Liluah, Incharge,
Howrah-711204
RRIUM, Kolkata

Inviting applications for contractual engagement of Project staff in the Programme Management Unit at Regional Research Institute of Unani Medicine, Kolkata under program Pharmacovigilance of Ayurveda, Siddha Unani Homeopathy Drugs.

Applications are hereby invited from interested candidates for contractual engagement of Project staff in the Programme Management Unit at **Regional Research Institute of Unani Medicine, 250A/29, G. T. Road (N), Liluah, Howrah-711204** under programme Pharmacovigilance of Ayurveda, Siddha, Unani and Homeopathy Drugs as per details given below:

Name of the post	Essential Qualification	Age limit	Remunerations
Programme Assistant — 01	BUMS degree or higher	35 years can be relaxed by 5 years for higher qualification	Rs. 25000/- per month

Appointments to the above posts will initially be made for **one year**, which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The Institute, however reserves the right of termination of service of appointee forthwith or before the expiry of stipulated period without assigning any reason.

The Terms of Reference for the above posts are as follows:

Name of the Post: **Program Assistant**

Essential Qualifications:

BUMS from recognized university/ Institutions. Preference will be given to person having working experience in Central Sector Scheme in AYUSH/ Health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS Access would be essential.

Responsibilities:

- To coordinate functioning of Programme Management Unit at **Regional Research Institute of Unani Medicine, 250A/29, G. T. Road (N), Liluah, Howrah** and other stakeholders for smooth implementation of the program.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programmes under the scheme.
- Other related activities assigned from time to time.

Other conditions:

- Six days in a week work schedule will be applicable.
- The assignment of on a full time basis and he/she to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he/ she will obey all the rules and regulations of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected by the authority and to perform all the duties assigned to him/ her at regular intervals.
- Tax deduction at source: The Income on any tax liable deduction as per the prevalent rules.
- His/ her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He/ She shall not utilize/ publish/ disclose any part of the data for statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wish to resign; one month notice is required.
- He/ She shall be bound to hand over entire records of assignment to the Institute before expiry of contract.
- On appointment, he/ she must sign a Non- Disclosure Undertaking of the Institute.

Salary: Consolidate salary of Rs. 25,000/- (Twenty five thousand only) per month.

Leave: Programme Management Unit Staff shall be eligible for Twelve days Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

Interested candidates having the requisite qualification can attend the interview scheduled on 16-12-2019 at 10:30 AM in the office of the Incharge, Regional Research Institute of Unani Medicine, 1st Floor, 250A/29, G. T. Road, Liluah, Howrah-711204 (Near Jaiswal Hospital)

APPLICATION FORM

Recent color
passport size
photograph

I. Name of the post applied for: _____

II. Name of the candidate: _____

III. Address for communication with telephone number & email:

IV. Date of birth and present age: _____

V. Educational qualifications: (Additional sheets can be added if needed)

Sr. No.	Qualification	Board/ University	Year of passing	Max Marks	Marks obtained	%

VI. Details of employment: (Additional sheets can be added if needed)

Sr. No.	Post held	Organization/ Deptt.	From	To	Nature of duties performed

VII. Any other relevant
information: _____

Date:

Signature of applicant