

Regional Research Institute of Unani Medicine, Chennai
1, West Mada Church Road, Royapuram, Chennai
A Unit of Central Council for Research in Unani Medicine, New Delhi
Ministry of AYUSH, Government of India

Dated 29.08.2018

Advertisement No.3/2018

WALK-IN-INTERVIEW

Applications are invited from candidates to work as Program Assistant under Pharmacovigilance Programme, purely on contractual basis. Interested candidates may appear for Walk-in-Interview on **10.09.2018(Monday) at 9.00a.m.to 12.00noon** at the Office of Regional Research Institute of Unani Medicine, Chennai.

Name of Post	Qualification	Payment	No. of Post
Program Assistant (Under Pharmacovigilance program)	BUMS	Rs.25000/- per month	01

Further details and Application form are in Annexure I & II.

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

Tel No. 044-25955519, E-mail ID: rriumchennai@gmail.com

Head of the Institute I/C
RRIUM, Chennai

Annexure I

Inviting applications for contractual engagement of Project staff in the Programme Management Unit at Regional Research Institute of Unani Medicine, Chennai under program Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy 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, West Madha Church Road, Royapuram, Chennai under program Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs as per details given below:

<p>Program Assistant - 01 BUMS (@ Rs.25000/- per month)</p>

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 services of the 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 persons having working experience in Central Sector Schemes 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, West Madha Church Road, Royapuram, Chennai 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 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 has 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 condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected from the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable, deducted 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 or 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: Consolidated salary of Rs. 25000/ - Twenty five Thousands 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.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

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

Interested persons may attend the interviews scheduled on 10.09.2018 at 9.00 A.M. at **Regional Research Institute of Unani Medicine, West Madha Church Road, Royapuram Chennai**, along with their resume and certified copies of all relevant documents in the enclosed application form.

Annexure II

APPLICATION FORM

Recent Color
Passport Size
Photograph

i. **Name of 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)

S. No.	Qualification	Board/ University	Year of Passing	Max. Marks	Marks obtained	%

vi. **Details of employment:** (additional sheets can be added if needed)

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

vii. **Any other relevant information:**

Signature of applicant

Date: