

**CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE**  
**(Ministry of Ayush, Government of India)**

**ADDENDUM**

Reference to the Council's advertisement dated 05.06.2026, the enclosed Job profile of the contractual posts viz; **Consultant (Stats), Consultant (Publication and Production), Social Media Consultant and Scientific Writer** is uploaded on Council's website alongwith the advertisement.



**Administrative Officer**  
**for and on behalf of Director General, CCRUM**

Encl: As stated

# **CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE**

61-65, Institutional Area, D-Block, Janakpuri, New Delhi - 110058  
(Ministry of Ayush, Government of India)

## **Job roles/responsibilities for various contractual posts at CCRUM, Headquarters**

### **Consultant (Statistics)**

1. To provide statistical support in the planning, implementation, monitoring and evaluation of the Council's research programmes and clinical studies including study design, data management and analysis.
2. To develop, maintain and analyse research databases including Case Report Forms (CRFs) and clinical study datasets and assist in the preparation of technical reports, monographs, research papers and other scientific publications.
3. To compile, update and maintain programme-wise and study-wise databases and prepare monthly, half-yearly, annual and other statistical reports for submission to the Ministry.
4. To prepare statistical summaries, analytical reports and presentations highlighting the progress outcomes and achievements of the Council's research programmes and clinical studies.

### **Consultant (Publication & Production)**

1. To perform drafting, editing, and proof-reading of scientific documents
2. To do pre-press work - minor editing, formatting, designing, ascertaining printing specifications
3. To work efficiently with the specified designing and printing software
4. To coordinate and manage printing and production works
5. To manage tendering procedures for printing works

### **Scientific Writer**

1. To coordinate and manage issues related to regular publication of CCRUM's periodicals viz; Hippocratic Journal of Unani Medicine and *Jahane-e-Tib*
2. To provide editorial assistance in CCRUM's publications
3. To edit/review documents based on research outcomes
4. To compile technical report
5. To assist in drafting research proposals and to evaluate project reports

### **Consultant (Social Media)**

1. To manage the social media presence of CCRUM and monitor official pages on platforms like Facebook, Instagram, and YouTube etc.
2. To prepare CCRUM's media plan
3. To co-ordinate with Ayush Media Cell of Ministry of Ayush ensuring alignment of CCRUM's content with national healthcare goals
4. To prepare fortnightly wrap up- News & Events
5. To design and execute high-impact digital campaigns for national events
6. To develop health communication materials in both Hindi and English
7. To disseminate updates on research initiatives, programs, achievements, collaborations and events
8. To track performance insights such as reach, impressions, and video views

  
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**CENTRAL COUNCIL FOR RESEARCH IN UNANI  
MEDICINE**

**61-65, Institutional Area, Opp. D-Block, Janakpuri, Delhi-110058  
(Ministry of Ayush, Government of India)**

**WALK-IN-INTERVIEW**

Eligible candidates are invited for Walk-in-Interview for the following contractual posts on the date and time indicated below. The Walk-in-Interviews will be held at CCRUM, Headquarters, 61-65, Institutional Area, opposite D-Block, Janakpuri, New Delhi-110058.

S.no	Name of the post	Eligibility Criteria
1.	<b>Consultant (Stats)</b>	<p><b><u>For Open Market:</u></b></p> <ul style="list-style-type: none"> <li>• Post Graduate Degree in Statistics/ Bio-Statistics from a recognized University/Institution.</li> <li>• Atleast 05-10 years post qualification experience in statistical related matter.</li> </ul> <p style="text-align: center;"><b>(OR)</b></p> <p><b><u>For Retired Officials:</u></b></p> <ul style="list-style-type: none"> <li>• Retired Officer from the level of Section Officer/ Under Secretary/ Deputy Secretary or equivalent in the Govt. of India, State Govt., Attached &amp; Subordinate Offices, PSUs, Autonomous Bodies of Govt. of India with adequate experience in statistical related matter.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Working experience in data analysis, efficiency and working knowledge with statistical software.</li> <li>• Knowledge of computer applications viz; MS-Word, MS-Excel and MS-Power Point etc.</li> </ul>
	Age	<p><b><u>For Open Market-</u></b> Not exceeding 45 years.  <b><u>For Retired Officials-</u></b>Not exceeding 64 years.            The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract.</p>
	No. of post	01 post
	Place of posting	CCRUM, Headquarters, New Delhi.
	Tenure	Initially for six months
	Consolidated Pay (As per M/o Ayush guidelines dated 01.04.2026)	<p><b><u>For Open Market-</u></b> Rs. 60,000/- p.m.  <b><u>For Retired Officials-</u></b>Last pay drawn at the time of retirement minus (-) Basic Pension plus (+) T.A            (as per entitlement)</p>

	<b>Date &amp; Reporting Time</b>	<b>16<sup>th</sup> June, 2026 at 09:30 A.M.</b>
2.	<b>Consultant (Publication and Production)</b>	<p><b><u>For Retired Officials:</u></b></p> <ul style="list-style-type: none"> <li>Retired Officer from the level of Section Officer/ Under Secretary or equivalent in Govt. of India, State Govt., Attached &amp; Subordinate Offices, PSUs, Autonomous Bodies of Govt. of India with adequate experience in Printing, Publication, Production &amp; sale of Books &amp; Journals in an organization.</li> </ul> <p style="text-align: center;"><b>(OR)</b></p> <ul style="list-style-type: none"> <li>Degree from a recognized University.</li> <li>Diploma in books publishing/production <b>OR</b> printing technology <b>OR</b> Marketing of one year duration from a recognized University/Institution.</li> <li>Having atleast 05-10 years' experience in Printing, Publication, Production &amp; sale of books &amp; journals in an organization.</li> </ul> <p><b><u>Desirable :-</u></b></p> <ul style="list-style-type: none"> <li>Proficiency in English &amp; Urdu.</li> <li>Knowledge of computer applications viz; MS-Word, MS-Excel and MS-Power Point etc.</li> </ul>
	Age	<p><b><u>For Open Market-</u></b> Not exceeding 45 years.  <b><u>For Retired Officials-</u></b> Not exceeding 64 years.  The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract.</p>
	No. of post	01 post
	Place of posting	CCRUM, Headquarters, New Delhi
	Tenure	Initially for six months
	Consolidated Pay (As per M/o Ayush guidelines dated 01.04.2026)	<p><b><u>For Open Market-</u></b> Rs. 60,000/- p.m.  <b><u>For Retired Officials-</u></b>Last pay drawn at the time of retirement minus (-) Basic Pension plus (+) T.A  (as per entitlement)</p>
	<b>Date &amp; Reporting Time</b>	<b>16<sup>th</sup> June, 2026 at 11:00 A.M.</b>
3.	<b>Social Media Consultant</b>	<ul style="list-style-type: none"> <li>Post Graduate in Mass Communication &amp; Journalism.</li> <li>Atleast 05-10 years post qualification experience in handling matters related to social media (preferably with Govt., Autonomous bodies) and should be well versed in dealing with the subject matter.</li> </ul>

	<p><b><u>Desirable :-</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency in Hindi &amp; English language.</li> <li>• Having ability to work independently on the computer and website/social media platforms.</li> <li>• Knowledge of computer applications viz; MS-Word, MS-Excel and MS-Power Point etc.</li> </ul>
Age	Not exceeding 45 years.
No. of post	01 post
Place of posting	CCRUM, Headquarters, New Delhi
Tenure	Initially for six months
Consolidated Pay (As per M/o Ayush guidelines dated 01.04.2026)	Rs. 60,000/- p.m.
<b>Date &amp; Reporting Time</b>	<b>16th June, 2026 at 01:00 PM</b>
<b>4. Scientific Writer</b>	<ul style="list-style-type: none"> <li>• Having PG degree in Life Sciences (Botany, Biotechnology, Biochemistry, Pharmacognosy and Microbiology) <b>OR</b> M.Sc. in Medicinal Plant <b>OR</b> M. Pharma or related disciplines as per the requirement of intended research work from a recognized institute.</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• The candidate shall have professional experience of 05-10 years <b>OR</b> minimum 3 years' experience in scientific writing /editing.</li> <li>• Candidates should have excellent communication and interpersonal skills.</li> <li>• Knowledge of computer applications such as MS Word, MS Excel and Power Point etc. is essential.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Ph.D in any Life sciences.</li> <li>• Minimum 03 research papers published in Scopus/Pubmed indexed reputed scientific journals.</li> <li>• Previous experience of drafting and editing research publications, technical reports etc.</li> <li>• Knowledge of Urdu/Arabic/Persian</li> </ul>

		language. <b>Retired Scientist /Faculty will be preferred</b>
Age		<b>For Open Market</b> Not exceeding 45 years. <b>For Retired Officials</b> -Not exceeding 64 years. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract.
No. of post		01 post
Place of posting		CCRUM, Headquarters, New Delhi.
Tenure		For one year
Consolidated Pay (As per M/o Ayush guidelines dated 01.04.2026)		<b>For Open Market</b> Rs. 60,000/- p.m. <b>For Retired Officials</b> -Last pay drawn at the time of retirement minus (-) Basic Pension plus (+) T.A (as per entitlement)
<b>Date &amp; Reporting Time</b>		<b>16th June, 2026 at 02:00 PM</b>

**General Conditions:**

1. The walk-in-interview for the above mentioned posts will be held at CCRUM, Hqrs., New Delhi and selections will be made as indicated in the advertisement. Once posted, the candidate will not normally be transferred. However, the Council reserves the right to transfer candidates in any other Institutes/Units of the Council.
2. The candidates may be engaged against different programmes of the Council and duties will be assigned accordingly including field duties.
3. The eligibility of the candidates will be determined at the time of walk-in-interview.
4. If the candidate is employed in any Autonomous/Govt. or Private sector, may bring NOC from their employer.
5. The candidates should bring along the original educational/professional qualification and experience certificates, Pension Payment Order (*in case of retired officials*) at the time of walk-in-interview.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. Interested candidates may also, in their own interest, ensure that they fulfil the eligibility conditions.
8. Candidates are requested to see Council's website (**<http://ccrum.res.in>**) on regular basis for any announcement in this regard.
9. No TA/DA will be admissible for attending walk-in-interview.

**Administrative Officer  
for and on behalf of Director General, CCRUM**



# Central Council for Research in Unani Medicine

61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi - 110058  
(Ministry of Ayush, Govt. of India)

## APPLICATION FOR THE POST OF:

Recent  
Passport Size  
Photograph

1. Candidate's Name in full  
(IN BLOCK LETTERS)

2. Father's Name in full

3. Address

(i) Postal Address

PIN Code:

(ii) Permanent Address

PIN Code:

(iii) E-mail Address

(iv) Telephone/Mobile No.

4. (a) **Date of Birth**

(Based on matriculation or school leaving certificate. An attested copy of the certificate must be attached)

D D M M Y Y Y Y

(b) Age as on the date of advertisement \_\_\_\_\_(Years) \_\_\_\_\_(Months) \_\_\_\_\_(Days)

5. Place of Birth and State in which it is situated

6. Marital Status

7. Nationality

State either by the birth or by Domicile

8. **Caste** (State whether SC/ST/OBC)

(An attested copy of the certificate must be attached)

9. a) Father's Nationality

b) Profession

c) Name of the State to which the Candidate's father belong or belonged

10. Candidate's mother tongue

Other Indian and foreign language, if any, he/she can speak, read and write fluently. Give full particulars and state the examination passed.

Read only	Speak only	Read & speak	Read, write & speak	Examination passed

11. Examination passed:

<b>Examination passed</b>	<b>Name of the School/College</b>	<b>University or Board</b>	<b>Year</b>	<b>% age of marks</b>	<b>Subjects</b>	<b>Distinction</b>

12. Appointment so far held:

<b>S. No.</b>	<b>Name of the post with full address of the employers</b>	<b>Date of joining</b>	<b>Date of leaving</b>	<b>Nature of duties performed during the service</b>	<b>Scale of pay and basic pay drawn</b>	<b>Reason for leaving</b>

13. If candidate has been outside India, the following particulars should be given:

<b>Country visited</b>	<b>Date of visit</b>	<b>Duration of visit</b>	<b>Purpose of visit</b>

14. Any other work relevant to the qualifications for the post applied for done since leaving colleges with dates:

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15. Name, address and profession of two referees, who should be responsible persons, not related to the candidate but well acquainted with him in private life, and not connected with his school or college.

S. No.	Name of referees	Address	Period for which he was known to the candidate
1.			
2.			

16. Details of enclosures.

- |          |           |
|----------|-----------|
| 1) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

17. Additional information, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DECLARATION**

I declare that all statements recorded in the application form are true to the best of my knowledge and belief.

Signature of the candidate in full \_\_\_\_\_

Address for correspondence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

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**Note:** Application not signed by the candidate is liable to rejection.