



# CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

(Ministry of AYUSH, Govt. of India)

61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110 058

## Advertisement No. 01/2020

Applications are invited in the prescribed form by the CCRUM for filling up the following vacancies in the Council:

Sr. No.	Name of Posts	No. of Posts	Scale of pay	Age in Years
1.	<b>Assistant Research Officer (Bio-Chemistry):</b>	UR 01	Pay Matrix level-07 (Rs.44,900-1,42,400)	Upto 35 Years
<b>Essential :</b> (a) M.Sc (Bio-Chemistry) from a recognized University/Institutions. (b) Three years Research/Teaching experience in Bio-Chemistry from a recognized Institution/ College/University after obtaining Master Degree. <b>OR</b> Ph.D. in Bio-Chemistry from recognized University/Institutions. <b>Desirable :-</b> Knowledge of Urdu/Arabic/Persian				
2.	<b>Senior Production Assistant (Production and Marketing):</b>	UR 01	Pay Matrix level-06 (Rs.35,400-1,12,400)	Upto 30 Years
<b>Essential :</b> (a) Degree from a recognized University (b) Diploma in Books publishing/production <b>OR</b> printing technology <b>OR</b> Marketing of one year duration from a recognized University/Institution. (c) Three years experience in Printing, Publication, and Production & Sale of Books & Journals in an Organization of repute. (d) Proficiency in English & Urdu.				
3.	<b>Urdu Assistant/Translator:</b>	UR 01	Pay Matrix level-06 (Rs.35,400-1,12,400)	Upto 30 Years
<b>Essential :</b> (a) Degree from a recognized University (b) Adequate knowledge of Urdu equal to the Urdu Standard BA examination of an Indian University. (c) Ability to translate from Urdu to English and vice versa as evidenced by a test. <b>OR</b> 1. First or second class postgraduate degree in Urdu from a recognized University. 2. Ability to translate from Urdu to English and Vice- Versa as evidenced by a test. <b>Desirable :-</b> Knowledge of Computer				
4.	<b>Staff Car Driver/Driver:</b>	UR 01	Pay Matrix level-02 (Rs. 19,900-63,200)	Upto 28 Years
<b>Essential :</b> (a) Matric or equivalent from a recognized Board/Institution. (b) Valid driving license for light and heavy vehicles. (c) Experience for 02 years in the line. (d) Ability to do minor mechanical fault in the vehicle.				

- Application form may either be downloaded from the website of the Council [ccrum.res.in](http://ccrum.res.in) or may be obtained by sending a self addressed envelope (23cm.×10cm.) stamped with postage stamp for Rs.10/- addressed to Assistant Director (Admn.), Central Council for Research in Unani Medicine, Jawahar Lal Nehru Anusandhan Bhawan, 61-65 Institutional Area, Opp. D-Block, Janakpuri, New Delhi- 110058.
- Candidates applying for more than one post should send separate applications for each post. Applications received after due date and also such of the applications which are not supported with the Bank Draft of requisite amount and attested copies of the certificates and testimonials, are liable to be rejected.
- Candidates already employed in any organization should send their applications through proper channel.
- Age limit is relaxable for SC/ST/OBC/Physically Challenged persons and candidates in Government service as per Government of India orders.
- Candidates belongs to OBC/SC/ST category should submit Certificates as per Central Government format. Candidates belongs to OBC category should submit a form of declaration for creamy layer under OBC as per Central Government format. Requisite formats are available and can be downloaded from the website of the Council.
- The eligibility of the candidates shall be determined as on the closing date for submission of applications. Candidates in their own interest are advised to ensure that they are eligible in all respects before applying for the post.
- Candidates must be willing to serve anywhere in India.
- Bank draft of Rs. 100/- (Rs.20/- in case of SC/ST/OBC candidates) drawn in favor of Director General, CCRUM payable at New Delhi should accompany the application, without which the application will not be entertained.
- Mere fulfilling the minimum prescribed qualification and experience will not vest a right to candidate for being called for interview. The Council may evolve its own criterion to short list the candidates for written test/interview. This may also include an objective type screening test, if considered necessary. The Council reserves the right to restrict the number of candidates to be called for interview.
- The number of posts may vary. No correspondence in this regard will be entertained.
- Original certificates and testimonials should not be sent with the application, but should be produced at the time of interview.
- Incomplete applications in any respect will be rejected.
- Closing date for receipt of application(s) at the Council Headquarters is 30 days from the date of publication of advertisement in Employment News. The filled up application form super-scribing the envelope "Application for the post of \_\_\_\_\_" may be sent to the Assistant Director (Admn.), CCRUM, Jawahar Lal Nehru Anusandhan Bhawan, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi- 110058.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

**Assistant Director (Admn.),  
Director General**

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

61-65, Institutional Area, Opp-D Block, Janakpuri, Delhi-110058

**(Ministry of AYUSH, Govt. of India)**

Advertisement Number: \_\_\_\_/2020

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

## **APPLICATION FOR THE POST OF:**

Recent  
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)  
\_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)  

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
5. Place of Birth and State in which it is situated \_\_\_\_\_
6. Nationality \_\_\_\_\_  
State either by the birth or by Domicile \_\_\_\_\_
7. **Caste** (State whether SC/ST/OBC)  
(An attested copy of the certificate must be attached) \_\_\_\_\_
8. a) Father's nationality \_\_\_\_\_  
b) Profession \_\_\_\_\_  
c) Name of the State to which the Candidate's father belong or Belonged \_\_\_\_\_
9. a) 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

10. Examination passed:

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

11. Appointment so far held:

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

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

Country visited	Date of visit	Duration of visit	Purpose of visit

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

---

---

---

---

14. Name, addresses and professions 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.			

15. Details of enclosures:

- 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 3) \_\_\_\_\_ 4) \_\_\_\_\_  
 5) \_\_\_\_\_ 6) \_\_\_\_\_  
 7) \_\_\_\_\_ 8) \_\_\_\_\_  
 9) \_\_\_\_\_ 10) \_\_\_\_\_

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

17. Detail of Application Fee:

D.D. No.	Date	Name of Bank	Branch	Application Fee

### 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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