

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

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

Advertisement No.04/2023

Applications are invited on deputation basis for filling up of **THREE posts of Administrative Officer (01 at NRIUMSD, Hyderabad, 01 at CRIUM, Lucknow and 01 at RRIUM New Delhi)** as per eligibility criteria given below:-

S. No	Name of Post	Pay Scale	Eligibility Criteria
1.	Administrative Officer	Pay Level-10 (Rs.56100-177500) of Pay Matrix of 7 th CPC	Deputation: (Transfer on deputation including Short term Contract) Officers of the Central/State Govt. including autonomous bodies/Research Institution/Public Sector Undertaking/Semi Govt. or autonomous organizations funded by the Government. 1. Holding analogous posts on regular basis and fulfilling the educational and other qualifications prescribed for Direct Recruitment. OR 2. With 03 years' regular service in Pay Band of Rs. 9300-34800+GP Rs.4600 or 08 years' regular service in Pay Band of Rs. 9300-34800+ GP Rs. 4200 possessing educational qualification & experience as prescribed for direct recruits, indicated below: Essentials: (1) A degree from a recognized University. (2) At least 7 years' experience in a Govt./Semi Govt./Public Undertaking out of which 3 years should be in a supervisory capacity. Desirable: (1) Adequate experience in personnel management with thorough knowledge of accounts, budget, budgetary control, Government rules and regulations and administrative and establishment procedure. Knowledge of Computer.

			<p>Note1- Initially the period of deputation will be 03 years' which may be extended based on performance upto 05 years.</p> <p>Note 2- Age limit not exceeding 56 years as on last date for receipt of applications.</p>

The pay & allowances and other terms will be regulated in accordance with the instructions issued by Department of Personals & Training from time to time. The willing and eligible officers should send their applications for the post in the format through the Cadre Controlling Authority addressed **to the Director General**, Central Council For Research In Unani Medicine, 61-65, Institutional Area, Opp. D Block, Janakpuri New Delhi -110058 **within 30 days from the date of publication of this vacancy in Employment News**. The vacancy circular and Performa for application can also be downloaded from Council's **website <http://www.ccrum.res.in>**.

The cadre controlling Authority, while forwarding the application must enclose vigilance clearance including whether disciplinary case is pending or being contemplated against the officer, Major/ Minor Penalty statement for the last 5 years, Integrity Certificate & photocopies of Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) for the last five years duly attested on each page. Cadre Controlling Authority may ensure that the applicant fulfills all the eligibility.

-Sd-
 Administrative Officer
 for Director General



Central Council for Research in Unani Medicine

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

Advertisement Number: _____/2023

Date: ___/___/___

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

(ii) Permanent Address

(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)

(b) Age as on the date of advertisement

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. 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.

D	D	M	M	Y	Y	Y	Y
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_____(Years)_____(Months)_____(Days)

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 basic 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, 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.			

15. Details of enclosures.

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